

Edward Chipman Public Library Agenda
126 N. Locust St. Momence, Illinois
September 23, 2025

- I. Open Meeting on Appropriation (6:45 pm)
 - A. Call to Order
 - B. Discussion on Appropriation
 - C. Vote
 - D. Adjourn

Regular Session:

I. Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business:

1. Vote on updates to User Conduct Policy
2. Director evaluation report
3. Maintenance: Front door update
- 4.

VII. New Business

1. Review policies and make minor updates such as library hours.

VIII. Closed Session

IX. Adjourn:

Edward Chipman Public Library Agenda
126 N. Locust St. Momence, Illinois
September 23, 2025
7:00 pm.

I. Open Meeting on Appropriation

A. Call to Order: Maldonado called the meeting to order at 7:00 p.m. Roll call was taken with board members: Graves, Johnson, Kistler, Lovell, Lund, Maldonado, and Tallman, as well as director Perkins and attorney Denton present.

B. Discussion on Appropriation: A few minor changes were made but the appropriation amount did not change. The Levy will be discussed in October and voted on in November.

C. Vote: Kistler motioned that we accept the Appropriation as written. Tallman seconded the motion. A roll call vote was taken and all present board members voted for the approval of the Appropriation as written. Denton will file and put in the Daily Journal.

D. Adjourn: Lund motioned that the Appropriation meeting be adjourned. Lovell seconded the motion. The Appropriation meeting ended at 7:06 pm.

Regular Session:

I. Call to order: Maldonado called the regular session meeting to order at 7:07 p.m. Roll call was taken with board members: Graves, Johnson, Kistler, Lovell, Lund, Maldonado, and Tallman, as well as director Perkins and attorney Denton present.

II. Public Comments: None

III. Secretary's report: The secretary's report for August was reviewed. Lund motioned the report be accepted. Kistler seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for August was reviewed. The copier service contract was a higher amount. because more copies are being made. The fees to the patrons covers this amount. Lund motioned

that the treasurer report be accepted. Maldonado seconded the motion. The treasurer report was accepted.

V. Librarian's Report:

1. In August, 799 people attended events.
2. \$231.08 was collected from things such as fees and out of district library cards.
3. Five new cards were issued in August.
4. Puzzle swap is going well.
5. People are starting to use The Nest.
6. The Website was updated.
7. Seed library and Reading Rocks are slowing down.
8. IPLAR has been submitted.
9. In October there will be pumpkin painting.
10. There will be a make your own wand craft at Boardertown Hauntings.
11. Marilyn Ostrow, a long time library supporter, has passed away.
Flowers are being sent.

Lovell motioned the Librarian's Report be accepted. Maldonado seconded the motion. The Librarian's Report was accepted.

VI. Old Business:

1. Vote on updates to User Conduct Policy: Lund motioned that the updated policy be approved with the minor changes made. Tallman seconded the motion. A roll call vote was taken with all board members in favor of the changes. The User Conduct Policy was approved.
2. Director evaluation report: The Director evaluation looked at Perkins as an administrator, manager of personnel and books, and her ability to keep the library and its activities relevant to the community. Perkins works as a liaison to the community. Perkins also stated her goals for the library as part of the evaluation. All of Perkins ratings were excellent.
3. Maintenance: Front door update: The front door has been sanded, painted and the trim replaced. It took three days. This was longer than anticipated. The extra hours will go toward next month's allotted maintenance. The doors are now in good condition.

VII. New Business

1. Review policies and make minor updates such as library hours: Minor changes were made such as the library hours updated. Some language like cassettes was removed. Stamps are no longer used as well. Other minor changes were made as well bringing the policy up to date. These changes will be updated and voted on at October's meeting.

VIII. Closed Session: None

IX. Adjourn: Lovell motioned that the meeting be adjourned. Kistler seconded the motion. The meeting ended at 7:50 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
October 28, 2025
7:00 PM

Regular Session:

I . Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business

1. Vote on changes made to policy: Staff Duties, Fax and Photo Copies Use, Donation Guidelines, User Conduct Policy, Policy Regulating Lending, Who May Use The Library, and General Information

VII. New Business

1. Discuss Levy
2. Discuss/Vote on Tree Pruning options

VIII. Closed Session

IX. Adjourn:

Edward Chipman Public Library Agenda
126 N. Locust St. Momence, Illinois
October 25, 2025
7:00 pm.

I. Call to order: Maldonado called the regular session meeting to order at 7:04 p.m. Roll call was taken with board members: Graves, Johnson, Kistler, Lovell, Lund, Maldonado, and Tallman, as well as director Perkins were present.

II. Public Comments: None

III. Secretary's report: The secretary's report for September was reviewed. Lund motioned the report be accepted. Johnson seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for September was reviewed. The library financially is running well. The property tax the library received increased from last year. Lovell motioned that the treasurer report be accepted. Graves seconded the motion. The treasurer report was accepted.

V. Librarian's Report:

1. In September 418 people attended events.
2. 1,772 was the circulation for September.
3. Six new library cards were issued.
4. 754 people attended Bordertown Hauntings.
5. Medicare 101 is coming up in November on the 1st and the 20th.
6. Boundless is ending with the closure of Baker and Taylor. Rails has a transition plan. The app is The Palace Project. Nov. 2 is the last day to check out books from Boundless. On Nov. 17 Boundless will be shut down. On Dec. 2 patrons can begin using The Palace Project. The schools will also be able to use The Palace Project like they did Boundless.
7. November 7th will be a tie dye scarf project.
8. November 15 will be Build a Bear.
9. In November and December, the library will be teaming up with Momence Jr. High for Battle of the Books. This is a Jeopardy style event.

10. Senate Resolution #104 is urging trustees to do more training. They will be creating new opportunities for this training.

11. The Annual Financial Report is complete.

Kistler motioned the Librarian's Report be accepted. Maldonado seconded the motion. The Librarian's Report was accepted.

VI. Old Business:

1. Maldonado made the motion to accept the changes to the policy made in the previous meeting. Tallman seconded the motion. A roll call vote was taken with all members voting to accept the policies as updated.

VII. New Business

1. Denton is working on the Levy. Kistler will check with Denton on the Levy. The Levy will be voted on in November.
2. No discussion/vote on tree pruning was needed. The trees are city trees and Bittman will be trimming them for the city. One person recommended the library speak to an arborist regarding the trees. With the city taking care of them, this isn't needed.

VIII. Closed Session: None

IX. Adjourn: Lund motioned that the meeting be adjourned. Graves seconded the motion. The meeting ended at 7:27 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary

Edward Chipman Library Agenda
126 N. Locust St. Momence, IL.
November 25, 2025
7:00 PM

Regular Session:

I. Call to order:

II. Public Comments:

III. Secretary's report:

IV. Treasurer's Report:

V. Librarian's Report

VI. Old Business

1. Copies Policy update
2. Discuss and Vote on Levy

VII. New Business

1. Email - OMA/FOIA training opportunity - Dec. 1 KCC.

VIII. Closed Session

IX. Adjourn:

Edward Chipman Public Library
126 N. Locust St. Momence, Illinois
November 25, 2025
7:00 pm.

I. Call to order: Maldonado called the regular session meeting to order at 7:00 p.m. Roll call was taken with board members: Graves, Johnson, Kistler, Lovell, Lund, Maldonado, and Tallman, as well as director Perkins were present.

II. Public Comments: None

III. Secretary's report: The secretary's report for October was reviewed. Lund motioned the report be accepted. Maldonado seconded the motion. The secretary's report was approved.

IV. Treasurer's Report: The treasurer's report for October was reviewed. Lovell motioned that the treasurer report be accepted. Graves seconded the motion. The treasurer report was accepted.

V. Librarian's Report:

1. In October 1,300 people attended events.
2. 1,905 books were in circulation for October.
3. 15 kids attended Build a reptile enclosure event.
4. \$494.40 was collected in the month of October primarily for copying. Many copies were made this month.
5. The Downtown Christmas will take place December 6th.
6. A Candle Craft will take place December 11th as well as PBS Kids Healthy Habits with Media on December 13.
7. The library will be hosting reptile pictures with Santa.
8. The library will continue partnering with MJHS for the Battle of the Books on December 16th.
9. Lovell motioned the Librarian's Report be accepted. Tallman seconded the motion. The Librarian's Report was accepted.

VI. Old Business:

1. Copies Policy updated: A portion of this policy that was voted on in previous meeting had not been updated in another location in the

policy. This has now been updated. Also any penalties for not paying weren't accurate and so were removed.

2. Levy: The Levy was presented with no questions. Maldonado motioned that the Levy be passed as written. Tallman seconded the motion. A roll call vote was taken with all board members voting to accept the Levy as written.

VII. New Business

1. Kistler plans to attend the OMA/FOIA training opportunity December 1st at KCC. Also, ILEAD sent out an email regarding opportunities for Trustee training.
2. Christmas bonuses were discussed. The bonuses will be similar to last year. Kistler will take care of the bonuses and they will be given by December 10th.

VIII. Closed Session: None

IX. Adjourn: Maldonado motioned that the meeting be adjourned. Graves seconded the motion. The meeting ended at 7:36 pm.

Submitted by:

Jodi Lovell

Edward Chipman Public Library Board Secretary