

Blue Mound Memorial Library
Board of Trustees Meeting
April 28, 2025

Attendance:

Nancy Gorden, President
Julie Chapman, Vice-president
Amy Brown, Treasurer
Anne Byard, Trustee
Dani Noland, Trustee
Sharon Reynolds, Trustee
Audrey Miller, Director
Diana Kupish, Trustee
Alice Reed, Consultant

The April Meeting of the Library Trustees was called to order on April 28, 2025 at 6:00 p.m. The Pledge of Allegiance was recited.

Minutes from the Regular Meeting of March 24, 2025 were reviewed and discussed. Dani pointed out several grammatical errors. **Amy Brown made a motion to accept the Minutes with the corrections noted. Julie Chapman seconded. The motion carried with unanimous approval.**

The Treasurers Report was distributed and reviewed. Noting a couple negative balances as previously addressed, Alice Reed repeated that money would be transferred by fiscal year end to offset those negatives. The Library is expecting Per Capita funds which will improve the overall balance sheet. Expenditures in April Materials was significantly higher than previous months included the purchase of kids books. **Anne Byard made a motion to accept the Treasurer's Report with Amy Brown seconding the motion. The motion passed with all 'Aye' votes.**

Librarian Report was presented in writing.

- The Consolidated 2-year contract expires in April, 2025 so it's time to revisit available options. Consolidated monthly bill has increased to \$204. (Keep in mind the 2-year contract was going to reduce our monthly bill by \$40, so does that mean the monthly would be \$244?) CTI monthly is supposed to be \$151 for fiber optic internet access. The Library requires 2 separate phone numbers (one for the Library and the other for the fax machine. CTI might charge extra if there is extra work to be done for the hook-up. Audrey will call CTI to get a quote. This is **Tabled** until the May meeting.
- The Directors University is scheduled for August 4-6, 2025 in Bloomington-Normal, IL with an application deadline of May 15th. (Acceptance will be posted on May 23rd.) Registration is \$200 which includes lodging at Double Tree and meals. The program is specifically developed for first-time directors or directors new to Illinois from other public libraries. Audrey would like to attend. (Fall Festival in 2025 is August 7, 8, & 9th). The Board will know by the May 27th meeting is Audrey's application has been approved. Board approval will be **Tabled** until the May meeting.

- Audrey was asked if the Library can accept random donations from patrons outside of memorials. The Board let her know that random donations are accepted but the funds cannot be earmarked for a specific purpose.
- Payments online must be approved by the Board of Trustees. Checks from the bank require two signatures. Online payments have already been approved for Consolidated Communications, the garbage bill, and Ameren. A separate bill for electricity is sent from Engie monthly that needs Board approval to be paid online. Dani Noland made a motion to approve payment online for Engie monthly. Amy Brown seconded the motion. The motion carried with all 'Aye' votes.
- New federal budget cuts for the IMLA from the Office of the Secretary of State. Federal funds make up less than 10% of the IMLA budget.
- Library Director and staff are finishing the barcodes project for the new IHLA book sorting machines with a May 1st deadline.

Library Activities:

- 3/26/25 Story Time had 8 children in attendance.
- 4/1/25 Director and library staff began moving all youth and elementary nonfiction to the section for the library nonfiction shelves that face the elementary/easy books. The project took about 2 weeks but has proven to be worthwhile as they have seen an increase in check outs of youth nonfiction.
- April 2, 2025 Fairy Garden Class with 11 attending. (The tornado sirens went off at the beginning of the class so everyone sheltered in the hall between the annex and the library.)
- 4/10/25 New computers set up.
- 4/12/25 Easter Egg Hunt was another success
- 4/16/25 Accepted to Microsoft for Non Profit Program
- 4/16/25 Purchased and installed Microsoft Office at an annual fee of \$36.
- 4/17/25 Book Club met and discussed The Frozen River by Ariel Lawhon with 4 in attendance.
- 4/21/25 Senior Freeze with 22 in attendance
- 4/23/25 met with Peggy Burton who is doing a summer reading program.

Upcoming Programs:

- May 5, 2025: iCash
- May 10, 2025: Lego Club
- May 19, 2025: Spring Porch Leaner Class
- June 2-3, 2025: Craft Supply Exchange
- June 9-14, 2025: Summer Reading Registration
- June 18, 2025: Summer Reading: Softball Game & Kona Ice
- June 25, 2025: Summer Reading: Aikman Wildlife Mobile Animal Encounters
- July 9, 2025: Summer Reading: Storyteller Peggy Burton

Wish List:

- AirFryer
- Vacuum maintenance parts (from Carolyn)

- Library conventions
- Monica – to be SHARE certified
- Erin – to be able to certify more in the library
- Increase in Supply Budget due to inflation
- Increase in Materials Budget: more new books
- More shelf marker signs (ie. Youth Nonfiction, Youth Biography, etc)
- A raise for Erin
- Closet organizers
- IT package from Aaron Damery
- BM Leaders bound

Old Business:

- **Termination Policy** - for another month. Include both itemized and at-will. Mark 'At-Will' section as #5. Add another form for "Acknowledgment of receipt of, read and understand" with enough lines for signatures of all employees and a two or three for Board members as witnesses. **Table the policy for another month.** Let Audrey pick a date when all employees can attend. It's best to do it all together.

New Business:

Other:

- Could use Ellie to work on the Library's website.
- Weeds overtaking the Memorial Walk. Dani will weed it as best she can. If it needs more after that, consider hiring landscaper.
- Diana offered to type up spiral notebook left by Julie as directions and items to be done monthly.

A motion was made by Sharon Reynolds to adjourn the meeting. Julie Chapman seconded the motion. The motion carried with unanimous approval. The meeting adjourned at 7:24 p.m.

Diana Kupish, Trustee