

Blue Mound Memorial Library
Board of Trustees Meeting
January 26, 2026

Attendance:

Julie Chapman, President
Anne Byard, Trustee
Cindy Ervin - Trustee
Alice Reed, Consultant
Diana Kupish, Trustee

The January Meeting of the Library Trustees was called to order January 26, 2026 at 6:00 p.m. The Pledge of Allegiance was recited.

Minutes from the Regular Meeting of November 24, 2025 were reviewed and discussed. Cindy Ervin suggested changing the font of the *Blue Mound Leader* into italics. The correction will be made before posting the November Minutes. Cindy Ervin made a motion to accept the Secretary's Minutes of the November, 2025 meeting with the appropriate corrections. Anne Byard seconded. The motion carried with unanimous approval.

The Treasurers Report was distributed and reviewed. Alice clarified an automatic debit of \$4,432.05 to American Express. A duplicate order for QuickBooks renewal caused of the excessive charge. They were contacted and a credit of \$3500 has been issued on the library's account. Cindy Ervin made a motion to accept the Treasurer's Report with Anne Byard seconding the motion. The motion passed with all 'Aye' votes.

Librarian Report

- Clark's HVAC cleaned the Annex furnace and replaced the thermocouple, relit the pilot light on December 4, 2025.
- Annual Illinet Traffic Survey was completed December 12, 2025.
- Current Library Administration list was sent to Macon Co Circuit Clerk on December 30, 2025. Forms will arrive by mail in March.
- Annual Certification was completed Jan 5, 2026.
- Per Capita Grant was submitted Jan 12, 2026.
- Inventory for all materials available to be checked out began Jan 2, 2026 and is in progress.
- Inventory for Light Bulbs were turned into Alice.

- Ellen Curtin's personal library in its entirety was donated to Blue Mound Memorial Public Library on January 9, 2026. Several new items were put into our system. Other items were put on the free shelves in the foyer. Some items were donated to other libraries.
- Peerless Cleaners steam cleaned and treated the Annex Carpet on January 9, 2026.
- Ameren was notified on January 15th that we will not be continuing our contract with Engie.
 - Our Engie contract expires February 28th.
 - Ameren advised that we wait to notify Engie until closer to the expiration date to avoid early termination fees.
- Five new memorial bricks were installed on January 15, 2026.

Library Activities:

- **Coffee & Chat** – Thursday mornings since December 4, 2025 having between 3 to 6 in attendance.
- **Santa** visited the Library on Saturday December 6th with 70 children attending accompanied by one or two adults per child.
- **Teen Advisory Board Christmas Party** – December 13 with 7 teens in attendance.
- **Adult Book Club** met on Thursday, Dec 18th at Dippin Merv's to discuss David Baldacci's Christmas Train.
- **Adult Book Club** met again on January 15th to discuss Wedding People by Alison Espach with 4 in attendance.
- **Wrap Party** was held December 19th with 3 in attendance.
- **Teen Advisory Board** meeting held on January 12 with 6 attendees.
- **Paint with Bob Ross** was held on January 16th with 23 pre-registered.

Upcoming Programs:

- **Music Bingo - January 30, 2026 with Ellie and Erin hosting**
- **Adult Book Club** – February 19th at 6:30 The group will be discussing Remarkably Bright Creatures by Shelby Van Pelt
- **Author Visit** – February 7th at 10:30 a.m. – Carolyn Harmon

wrote Struggling to Survive: The Lincolns' Difficult First Year in Illinois

- Senior Freeze & iCash - April 17, 2026 at 1:00 p.m. ; there is a signup sheet; will put a 'save the date' notice on Facebook; will contact people who attended from previous years and called ahead to schedule.

New Business:

- Lights need to be changed or fixed. Will call Doug Dean of D & D Electric. Can use the bulbs in the refrigerator closet.
- IL Comptroller's Report is at the Mike Coffman, CPA's office who has filed for an extension.
- Macon Co Community Foundation Grant – we received another \$1000 which was put in the memorial money. Duane Noland nominated the BM Memorial Library as a recipient of this grant.

Other:

- Thank you cards from Monica and Alice were passed around.
- Audrey's letter of resignation was given to the Board. It will be placed in her employment file. Audrey's keys were returned.
- Nancy's email stating her 'immediate resignation' was given to the Board and will be filed. Nancy still has the keys to the library. Anne will take care of getting them. Nancy will continue to help with various programs.
- Erin is ordering books.
- Erin is taking care of overdue books and she prefers doing it.
- List of patrons with expired library cards maintained.
- Funds collected have been librarian's job but Alice will do it until we have a permanent director.
- Audrey made a training book from previous directors' notes.
- Julie Chapman should have a key.
- Timesheets will be maintained by employees on calendar. Alice will pay from that calendar.
- Library Board Agenda – Julie will look for it.
- Librarians Report includes a conglomerate of programs.
- Coffee & Conversation will be suspended until further notice, weather being an issue.

- Advertise for Directors position everywhere possible.
- Ellie continues Teen Program; need to add snacks in the budget; Teen Advisory group meets Feb 2nd 4:30 – 5:30p.m.; another employee or board member will always be nearby. Known Teen activities include: Escape game, Teen egg hunt.
- Make a list of supplies needed (TP, paper towels, etc); Carolyn may make a list of what she knows is needed.
- Erin is checking emails and printing them off.
- Director's position should be posted on Facebook; re-do ad asking for applications turned in by Feb 13th to allow for interviews the next week and perhaps names by February Board meeting.
- Amy Brown will be gone for 10 days.

Personnel: None

A motion was made by to adjourn the meeting by Cindy Ervin. Anne Byard seconded the motion. The motion carried with unanimous assent. The meeting adjourned at 7:30 p.m.

Diana Kupish, Trustee