

Blue Mound Memorial Library
Board of Trustees Meeting
July 27, 2026

Attendance:

Julie Chapman, President
Amy Brown, Treasurer
Diana Kupish, Trustee
Cindy Ervin, Trustee
Dani Noland, Trustee
Anne Byard, Trustee
Caroline Casper, Director

Monday, July 27, 2026 at 6:00 p.m., the Blue Mound Memorial Library Board of Trustees met in the Annex of the Library. The July, 2026 Board Meeting was called to order with the Pledge of Allegiance.

Two visitors from Illinois Heartland Library System, Kate Kite and Leah Gregory, were present to observe and offer their assistance regarding necessary training for Sexual Harassment, Open Meetings Act, and Freedom of Information Act. FOIA/OMA Training & Best Practices handouts were provided with the related links for online training.

Secretary's Report: Julie Chapman verified that each Board member had time to review the Minutes from June 22, 2026. Julie requested a correction to the Minutes under Librarians Report; Sentinel sprayed for bugs. Anne Byard said that Julie and her reviewed Minutes from the past 12 months instead of six months. Caroline Casper asked that under Personnel to state that the Board asked her to excuse herself when personnel matters and payroll were to be discussed. Caroline Casper also summarized protocol for future team meetings with at least one Board member present. Cindy Ervin **made a motion to accept the June 2026 Minutes with the specified corrections. Anne Byard seconded the motion. The motion carried with all "Aye" votes.**

Librarian's Report:

- June 23rd had **Polaris issues** for a few days. Now two patron computers and main library computer need to be turned off every night before leaving.
- June 25th, **Allen Buckner emailed library about a brick order.** Alice found the check but could not find a brick order form. After some discussion, Allen Buckner was understanding about having new staff and said to donate the check to the library. Alice was informed of outcome.
- June 30th, following a party in the **Annex, Carolyn Wetzel couldn't find the key.** She called Mr. Briggs who said he had laid it on the counter in the Annex when he left. But the key has never been found. The staff will be writing the number of the key fob on the Annex rental agreement.

After some discussion by the Board it was decided the lock must be replaced and new keys made. In the future, the deposit should not be returned until the key is also returned.

- Caroline Casper went to the **Local Library Directors' meeting** at the invitation by Vicki Carr. Caroline thought they were friendly and offered their help if she ever has questions. Among other things they discussed Polaris no longer being updated and going to Polaris Leap.
- July 1st, **Summer Reading Programs** started.
- **Ellie Fitzpatrick turned in her keys.**
- Library have received a lot of books donated

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- July 21st, **Narcan training for staff**, 1 director and 4 staff members attended. Staff Meeting: 4 staff attended and 1 director and 2 Board members.
- **Narcan** has been restocked.
- **Janet Damery fell** on the rug at the front. She got up on her own and didn't want library to call anyone and she said she was fine. **Two employees and a patron witnessed the event.**
- **SB2711: Tammura's Act** requires all libraries to display the **988 National Suicide Prevention** Lifeline posters in a prominent location.
- June 23rd, **Polaris Alert Notification**: due to a system upgrade to Polaris Leap and Polaris Original, the system will be unavailable Saturday, July 25th at 9 pm through Sunday July 26th. The planned upgrade may affect access to resources that use the system to verify library accounts.
- **Collaboration of nearby libraries**: Following the Meridian Middle School damage due to the June 17, 2026 tornado, the library directors of the nearby libraries met to discuss the transition. Three Librarian Directors, Lisa Grover Director of the Stonington Library, Vicki Carr and Abby Denton, Community Engagement Coordinator of South Macon Library, and Holly Osborne, Librarian of the Meridian Elementary School. They discussed having a booth at the Meet the Teacher Night on August 17th, giving the children a handwritten note on their first day, conducting a library bookmark crawl for the children, giving them a prize if they brought the bookmarks back to school. They discussed doing a Christmas theme together promoting it on all of their collective social media platforms: Christmas past (Stonington), Christmas present (Blue Mound – because we have Santa), and Christmas future (Macon).
- **Fall Festival did a mock trial for the pageant contestants** and used the Annex. They expressed an interest in using it again next year.

Library Activities:

- **Summer Reading** has 121 children participants.
- **Magician** had 59 children and 25 adults
- **The Cowboy** had 42 children and 18 adults (4th of July week)
- **Whip Guy** had 45 children and 20 adults
- **Paint a Flowerpot** had 50 children
- **Park Party** had 59 children

Upcoming Programs:

- Revive: **Lego Club**, **Family Game Nights**, and **Senior Coffee Social** (needs a new name), pending floor installation.
- **Story Time** starts September 30th – thinking of Meet Your Neighbors (police, fire department, post office person, and other community services).
- **Illinois Library Crawl** starts in October

Cindy Ervin made a motion to accept the Librarian's Report as presented. Anne Byard seconded the motion. The motion carried with all 'Aye' votes.

Treasurer's Report:

- There are two reports: year ending June 30, 2026 shows a negative balance in the corporate fund because \$50,000 was transferred to an MMDA in October so it would earn some interest.

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Amy Brown made a motion to accept the yearend Treasurers Report as presented. Cindy Ervin seconded the motion. The Motion carried with all 'Aye' votes.

- The second report with an end date of June 27, 2026 shows the corporate fund with a \$52,645 balance. Money was **received from the tax income of \$58,126.87.**
- **Review Fiscal year-end financial reports:** Balances good; no need to transfer funds.
- **Power bill** expected in August is the highest the library has ever seen of \$742.97 due to using more electricity than ever before. It was suggested to make as many little adjustments in electricity usage like shutting off unnecessary lights and adjusting the thermostat a degree or two, especially nights and weekends when the library is closed.
- **Insurance Audit** Thursday July 30th. One question that came up is asking if all subcontractors have their own insurance.

There were no questions. **Anne Byard made a motion to accept the Treasurer's Report. Amy Brown seconded the motion. The motion carried with all "Aye" votes.**

Old Business:

- Dani has stepped down as Secretary. Cindy Ervin declined the position. Cindy made a motion for Diana Kupish to take over the position. Anne seconded the position
- **Flooring samples** were provided by Trimble's. The Board looked them over and after some discussion, **Amy made a motion to install Verdon Hickory Flooring. Cindy Ervin seconded the motion and the motion carried with unanimous approval.**
- **Concrete Update:** Nathan will 'try to fit it in'.

New Business:

- **Anne & Julie Chapman reviewed the Minutes from the last 12 months** and found that in
 - September, 2025 the **Board tabled the review of Illinois Standards** until the January, 2026 meeting. Due to the Director resigning this didn't happen. That should be **put on August Agenda.**
 - November, 2025 the **Board tabled discussion regarding the circulation desk computer and IT.** Library Report mentions a Community Survey but did not follow through. These were requests from the former Director, and they no longer need attention.
- Online Training available for the **FOIA, Open Meeting Act** and **Sexual Harrassment** and should be done once every term of office. After completion a certificate needs to be printed. **Need to appoint a designated OMA officer** who must complete the training annually.
- **No Vaping** should be added to the Library Policies beside "no smoking, alcohol and firearms" on page 7 under Standing Rule F. The policy will be updated and the revised policy will be sent to each Board member.
- **Ingram books vs. Amazon books** – Comparing prices for 5 books, Amazon is cheaper and offers free shipping. Ingram charges shipping of \$3 per book. Caroline Casper will compare prices and services for both for a while.
- **Update contact information** and emails for Board and staff. Alice noted that having and using an email connected to the library is fine if the Board member uses and checks it regularly. Contacts information for Ellie & Sharon should be removed.

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Other:

- Collaboration with Stonington Library, South Macon Library, and Blue Mound Memorial Library to help with Library Services and events for the Meridian Elementary School.

Personnel: Employee August schedule was distributed.

Motion to Adjourn: With no further business to discuss, **Anne Byard made a motion to adjourn the meeting. Cindy Ervin seconded the motion. The motion carried with all “Aye” votes.** The meeting adjourned at 7:30 p.m.

The Next Regular Board Meeting will be Monday, August 24, 2026 at 6:00 p.m. with the Budget Meeting first.

Diana Kupish - Trustee