

Blue Mound Memorial Library

Tuesday, May 27, 2025

Attendance:

Nancy Gorden, President

Julie Chapman, Vice President

Anne Byard

Diana Kupish, Secretary

Dani Noland, Trustee

Alice Reed, Consultant

Audrey Miller, Library Director

Cindy Ervin

Nancy Gorden called the meeting to order at 6 PM. The board recited The Pledge of Allegiance. Nancy welcomed Cindy Ervin to the meeting.

SECRETARY'S MINUTES

The Secretary's Minutes were presented in writing. Anne Byard made a motion to accept the Secretary's Minutes, Julie Chapman made a second. Motion passed.

TREASURER'S REPORT

The Treasurer's Report was presented; discussion was had about patrons not paying for items or returning an item they have checked out. These patrons have been blocked from checking anything out in the Illinois Library System. A weekly call will be made to the patron to remind them they still have items not returned, how much it will cost them if it is not returned, and a bill will be sent to them once a month. The Library Director will make the first call. It was suggested that a script be written to follow, for the employee making the calls each week. Alice informed the Board that if the patron moves to a new district and pays for these overdue items at that library, we will not get reimbursed by that district. It was also noted that the actual person who checked out the item is the only person to be talked to, unless they are a minor and then their parent can be talked to. There are no fees beyond what's due for the item.

Also for the Treasurer's Report, it was suggested that maybe the interest off the \$80,000 cash fund be used in the budget for the next fiscal year. It was noted that we have not received the Lions' Club donation for the Easter egg hunt expenses. Motion was made to accept the Treasurer's Report by Diana Kupish, second by Julie Chapman. Motion passed.

LIBRARIAN'S REPORT

Audrey presented the Librarian's Report in writing. A motion was made by Diana Kupish, with a second by Julie Chapman, to allow Audrey Miller to attend Director's University August 4-6. Motion passed. Summer Reading Program is organized for 2025. Discussion was had on whether to extend the Summer Reading Program one more week and it was decided to try to do this for next year. Board members were asked to take home yard signs to put in their yards, the community center, etc. to advertise signing up for the Summer Reading Program. Audrey presented potential programs, as well as items for the future, such as closet organizers, story time supplies and budget increases. Audrey also noted different programs she has scheduled already.

Doug Likes from Likes Insurance took photos for our insurance policy and also took a copy of the invoice when the roof was replaced. He indicated to the Library Director that this had already been done in January, but the company asked him to come again to do this.

OLD BUSINESS

The prepared Termination Policy was presented for adoption. It will include the acknowledgment signature page by staff, as part of the actual policy, instead of being a separate sheet. Motion by Diana Kupish to adopt the Termination Policy, with a second by Julie Chapman. Motion passed.

Discussion was had on whether to change from Consolidated Communication phone system to the CTI system, and Anne Byard made a motion to switch to CTI, cancel our fax line, and not enroll in unlimited long distance plan. A second was made by Julie Chapman. Discussion included not switching till next fiscal year, to allow Alice Reed time to prepare Quick Books program for this. Motion passed.

NEW BUSINESS

A motion was made by Anne Byard to pass Ordinance No. 2025-1, second made by Julie Chapman. Rollcall was taken:

Anne Byard yes Diana Kupish yes Julie Chapman yes

Nancy Gorden yes Dani Noland yes

Motion carried.

Cindy Ervin was appointed to the Board, with a motion made by Anne Byard and second by Julie Chapman. Motion passed. She will need to run in two years.

Election of a slate of new officers for new officers for the Board was recommended with a motion made by Diana Kupish, second by Cindy Ervin. Motion passed with the new officers as listed:

Nancy Gorden President Julie Chapman Vice President

Amy Brown Treasurer Dani Noland Secretary

The budget committee will consist of Dani Noland, Amy Brown, and Cindy Ervin. A meeting will be held this month.

A motion was made to adopt the Nonresident Fee by tax method, by Diana Kupish, second by Cindy Ervin. Motion passed.

No action was taken in regards to the power bill, as we will wait until closer to the end date on the current contract (February 28, 2020). We will revisit this in November.

OTHER

Dani Noland indicated Audrey would be working on updating our website.

A staff meeting will be scheduled to review the new Termination Policy.

Discussion was had regarding Board and staff using tables and chairs for their personal use. This has been allowed in the past; however, we have new tables that we do not want damaged.

A committee was formed to gather information from all members in anticipation of the evaluation of our Library Director. Amy Brown, Julie Chapman, Diana Kupish, and Dani Noland will make up this committee. Discussion was had on evaluations of all employees.

The meeting was adjourned at 7:15 PM by motion of Julie Chapman, with a second by Diana Kupish. Motion passed.

The next scheduled Board Meeting is Monday, June 23, 2025 6 PM

Dani Noland, Secretary