

BEECHER COMMUNITY LIBRARY
Monthly Board Meeting
Tuesday, November 15, 2022 7:00 PM

The regular meeting began with the Pledge of Allegiance.

TRUSTEE ROLL CALL

Biery, present **Bunte**, present **Czarnecki**, present **Kerber**, present **Saller**, present **Stamper**, present **Wehling**, present.

Jill Grosso , Vicki Squier and Staff member Karen Rock were also present.

Mr. Clint Squier, Investment Advisor from First Community Bank & Trust attended tonight's meeting. He was here at our request to inform, advise & answer questions concerning future Investments by the Library. His presentation was informative, our questions were answered Clint gave the board much to consider.

ADDITIONAL AGENDA ITEMS: We received our Snow Plowing contract for this Winter season.

SECRETARY'S REPORT

Minutes from the October 18, 2022 regular meeting were reviewed. Following review & noting correction on pg.4, Wehling moved to accept minutes as amended, seconded by Kerber.

Biery, yes **Bunte**, abstain, **Czarnecki**, yes **Kerber**, yes **Saller**, yes **Stamper**, yes, **Wehling**, yes. Motion passed.

TREASURER'S REPORT

Bunte presented the Treasurer's report & Financial recap. Capital Reserve & Investments were also reviewed. The Budget Comparison was also reviewed & is solid. Following review, Biery moved to approve the Treasurers report, seconded by Czarnecki.

Biery, yes **Bunte**, yes **Czarnecki**, yes **Kerber**, yes **Saller**, yes **Stamper**, yes **Wehling**, yes. Motion passed.

The Outstanding Bills were reviewed & updated. Following review, Stamper moved to approve payment of Outstanding bills totaling \$19,950.63 pending new additions, seconded by Kerber.

Biery, yes **Bunte**, yes **Czarnecki**, yes **Kerber**, yes **Saller**, yes **Stamper**, yes **Wehling**, yes. Motion passed.

Shirley took a moment to thank Michelle for taking over for Jennifer during her absence & welcoming Jennifer back with us.

DIRECTOR'S REPORT

- Jill presented a summary of checkout statistics for October comparing the past 4 years. Numbers are up slightly from 2021. The **Movie Musicals** program had very low attendance. Programs for adults will be re-examined.

KIDS PROGRAMS

Shirley took a moment to recognize Jill and Karen's success with the **Pumpkin Decorating** project. It was quite creative with 46 participants!

- **Trunk or Treat** was also a great success, great PR: 400 treats given out.
- **The Take and Make** craft had 120 participants! Very popular.
- **Upcoming for the Holidays:** Elf on Bookshelf, Christmas Card Making for children and adults & a Holiday Mosaic in the library.

ADULT PROGRAMS

- **Book Discussion & Knitting Class** are ongoing. **Hwy 1 Christmas Tree Decoration** is upcoming. Ours will have small laminated book covers for ornaments.

- Shirley asked Jill if the goldenrod paper is a 'go' for the **Newsletter**. Jill arranged for Quill to send the paper directly to the Printer, who agreed.
- One of our employees caught COVID & she isolated from 11/3-11/7.
- State of Illinois requires employers to provide sexual harassment training to employees once a year. Staff will watch a 20 min. video to fulfill the requirement. We currently have a policy addressing it.

Jill finished with a monthly summary of her work this past month, i.e. Staff Meeting, October schedule and Collection purchases.

- Wi-Fi Hot Spot update: Government requires a SAM document. Jill is going to file papers with necessary requirements.
- Beecher Elementary requested help with their Book Drive for Teacher classrooms. Jill got permission to send over a couple boxes of weeded books.

Jill finished with her monthly progress report.

CORRESPONDENCE: A letter from staff member Dawn Gess requesting changes to her schedule in the New Year. Dawn will be babysitting her new grandchild part-time, beginning in March. She believes she is capable of keeping her position here & babysitting. Board agreed will support Dawn.

COMMITTEE REPORTS

Building/Grounds: Shirley thanked Lance for arranging for Snow Removal.

Housekeeping: Kathy reports the cleaning crew will decorate for Christmas after Thanksgiving.

Landscaping: Michelle reports she & Mark cleaned up the bushes, leaves etc. outside. The cold weather was already moving in.

Schools: Jennifer is back at school & gave details about the book drive. We will be donating to the cause.

Social: Beverly served popcorn at the Movie Musicals program.

General: Shirley will report later on.

AUDIENCE PARTICIPATION:

Staff member, Karen Rock was in attendance. Vicki Squier asked about our policy for publishing children's names with their photos. Following a discussion, it was decided we need a policy for this.

OLD BUSINESS

Eric from (**Mert's Heating & Air**) emailed Rick on the 21st that the job was finished. Shirley thanked Rick for all his time & effort with the project.

- Karen Rock explained Karen Nelson's Memorial gift. The library will purchase a moveable table with drawers for the Storytime sessions. The table will be in memory of Karen Nelson's late beloved grandson.

NEW BUSINESS

- Plans for Library Investments were discussed at length. Following discussion, Stamper moved to purchase a \$400,000.00 Treasury Bond using the money in the CD & part of the Cetera account, leaving the remainder of the Cetera where it is, seconded by Saller.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Shirley will call Clint to make the change.

- The MIDLAND BANK Investment was discussed & tabled until Shirley speaks with the Bank again.

- Shirley moved to approve the previously reviewed **Annual Financial Report for the Fiscal Year 2022** seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Jill presented her plan for purchasing much needed new computers for the public (2) and the staff (5). She gave technical details & costs for them all. Wehling moved to purchase 7 new computers for approximately \$5,589.99, seconded by Kerber.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Stamper moved to purchase a new Exterior hard drive & USB Cable, seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Biery moved to change the December meeting date to Tuesday Dec. 13, seconded by Czarnecki.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Biery moved to accept Raul Rodregues' contract for Snow removal, seconded by Bunte.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

ANNOUNCEMENTS

- Regular Board Meeting, December 13, 2022 at 7 p.m.

Saller moved to adjourn at 8:29 p.m., seconded by Stamper.

Biery, yes Bunte, yes Czarnecki, yes Kerber, yes Saller, yes Stamper, yes Wehling, yes. Motion passed.

Kathryn A. Czarnecki

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Secretary