

**BUNKER HILL PUBLIC LIBRARY DISTRICT MEETING
JANUARY 17, 2024
6:05 P.M.**

A quorum was established with Dauksch, Wilcox, Krueffelbein, Lasswell, Thyer and Allen. Phelps entered at 6:10. A motion was made by Wilcox and seconded by Thyer to accept the Agenda. Motion carried. A motion was made to accept the meeting with the one correction by Krueffelbein and seconded by Thyer. Motion carried.

No public comments

Treasurer's Report:

1. November 12, 2023 report
2. Year to date budget

Librarian's Report:

1. Per Capita grand being finished up. Due date is January 30th, 2024
2. Working diligently on a successful binder for the new hire.

Committee Report:

1. Budget/Finance Committee

- a. Safe Deposit Box. Wilcox is looking into to see if we have to put CD's and important papers in. But we do need a place to store such material.
- b. Old printer going up for bid now that new is was installed and working as it should. For now just using Facebook social media.

2. Building/Maintenance Committee:

- a. Nothing at this time.

3. Policy/Procedure Committee:

- a. Nothing at this time.

4. Community/Public Relations Committee:

- a. Nothing at this time.

5. Landscaping Committee:

- a. Snow Removal Bids They will be looked into and someone will be appointed.

6. New Director Search Committee:

- a. New Director Discussion – Discussion was held on the two people up for the Director's job. After the discussion the board moved to executive session.

Executive Session: Motion made to enter session at 6:30 and motion to return to regular session was made by Phelps and seconded by Thyer.

Old Business: CD's were moved to higher interest CD's at CNB and FSB. 4.8 APY.

New Business: Natalee McWhorter was voted in to be our new library director. Lasswell will stay on for 2 weeks to train the new Director. The New Director salaried was set at \$17.50 with a motion by Phelps and seconded by Thyer. Motion carried.

Motion to adjourn was made by Thyer and seconded by Krueffelbein. Meeting adjourned at 6:59 p.m.

BUNKER HILL LIBRARY DISTRICT MEETING

FEBRUARY 14, 2024

6:02 P.M.

A quorum was established with Dauksch, Wilcox, Thyer, Krueffelbein. Morrison, McWhorter and Allen. A motion was made to approve the agenda by Wilcox and seconded by Thyer. Motion carried. A motion was made to approved the minutes from last months meeting was made with amendments by Thyer and seconded by Morrison. Motion carried.

No Public Comments

Treasurer's Report:

1. Motion made by Allen and seconded by Morrison to approve the January 2024 report.
2. YTD Budget Report was attached.

Librarian's Report:

1. February Calendar of Events was attached. Cookies were donated by sugar Mama's Sweets and Treats.
2. The March Calendar was attached. Will be posting in the Bunker Hill Gazette more. There is no cost.
3. Summer Reading Program is Get Ready, Get Set, Read. June 13 – July 18.
4. January Director Expense Report There was an increase in the water bill from \$57 to \$69.45 for the month of February.
5. Total eclipse of the Heart conference for \$90. Motion made to have Natalee attend the conference with mileage and cost covered made by Morrison and seconded by Thyer.
6. Kelsey's termination date was 2/7/2024.
7. Lauren's termination date is 2/7/2024. Her position was posted on website and Facebook. The position was offered Logan Helling 2/9/2024. She accepted position and began February 20, 2024.
8. We have a high school volunteer – Sydney Rull
9. Approved to join the Bunker Hill Chamber of Commerce
10. Approved to keep our memberships in Illinois Library Association and the Association for Rural and Small libraries.
11. Kelsey finalized Per Capita Grant before she left. Natalee is applying for a dollar General Literacy Fund for Summer Reading and the Jan Stauber – for Sherlock Holmes Library Grant.
12. Sent in the inquiry from the City of Bunker Hill about Water.
13. UCB Automatic payment is being looked in and removed.
14. Any suggestions for Adult Reading

Committee Reports:

1. Budget/Finance
 - a. Safe Deposit Box need to change the signed at UCB . A motion was made to remove the old signers and add Wade Dauksch and Monice Morrison by Allen and seconded by Thyer.
2. Building/Maintenance Committee
 - a. Ethan Mullink is our snow removal person
3. Policy/Procedure Committee
 - a. New PTO State Regulation - a meeting of the committee will be held to go over updates and presented at next meeting.
4. Community/Public Relations Committee
 - a. A 50/50 to benefit library in June for the Speed Demons
5. Landscaping Committee: nothing at this time.

No Old Business

No New Business

No Executive Committee

Next meeting is March 13 at 6 p.m.

Adjournment Motion made by Morrison and seconded by Allen. Adjourned at 6:37 p.m.

BUNKER HILL PUBLIC LIBRARY MEETING

MARCH 13, 2024

6:00 P.M.

The meeting was called to order at 6 p.m. a quorum was met with Dauksch, Thyer, Morrison, Gill, Phelps, Krueemelbein and McWhorter. Motion to approve the agenda was made by Gill and seconded by Krueemelbein. Motion carried. A motion to approve the minutes from last month was made by Thyer and seconded by Phelps. Motion carried.

Treasurer's Report:

1. February 2024 report.
2. YTD Budget Report. Motion to approve the reports was made by Gill and seconded by Morrison. Motion carried.

Librarian's Report:

1. April Calendar of Events: Director will contact Lisa Allen to help line up teachers for volunteers to read the monthly book. Directors will also reach out to Chamber of Commerce to request any business who might want to volunteer to be a reader for National Library Week. She will also reach out to Wolf Ridge Art teacher to spread the word about designing your own library card.
2. April Projected Expenses are attached.
3. Peek-A-Book
4. February Director Expense Report. Door Alarms one of expenses.
5. Summer Reading Program. It is not a 501[®] as confirmed by Dauksch and Gill. Contacted personally Bunker Hill Business and Edwardsville for gifts.
6. Reconciliation of UCB Checkbook issue. It is all caught up and corrected.
7. Checks found too late to cash.
8. Current Maintenance Issues
 - a. Ongoing Ceiling Register Issue. Josh Stein will talk with Mark Flieger.
 - b. Front Door Seal – Director will contact someone and get prices to get this fixed.
9. Cataloging for Books issue found They are working on fixing it
10. Security Alarm Procedures. Director is to notify cops to meet her at library if the alarm goes off.
11. Grants – Meeting with someone about meeting her here for the Geology room.
12. L2 Certification is done
13. Fundraiser – Linsey Hill contacted her about Father-Daughter Dance fundraiser. Will work on it and continue discussion next month.
14. Garden Box – Director will contact 4H at high school to schedule clean out day of the box. Director is allowed \$25 to plant seeds in it for a butterfly flower box.
15. Monthly Cleaning log
16. Levy Confirmation for 2023 – Dauksch. Wade signed
17. Dollar General Exempt Status. She will take care of it.
18. Energy transition Community Grant Program. Dauksch will be reaching out to Mayor for more information.

Committee Reports:

1. Budget/Finance Committee:
 - a. Director's Line of Credit:

A motion was made by Phelps to add Natalee McWhorter, our Library Director, to obtain a library credit card with a \$1500 limit from UCB. Seconded by Morrison. Motion carried.
2. No Building Maintenance
3. Policy/Procedure Committee
 - a. Discussion on Amended Vacation and PTO Policy. Director will try to get it lined up in QuickBooks. Motion by Phelps and seconded by Thyer to approve the new policy. Motion carried.

4. No Community/Public Relations Committee

5. Landscaping Committee:

- a. Let out bids for mowing. Director will place ad in Gazette. They must have liability insurance. Will be accepting bids through first week of April.

Old Business: Retaining an attorney for the library. Phelps will reach out to contacts she has regarding this. Director will post printer on Facebook for sale.

New Business: None

Executive Session None

Next board meeting is April 10th at 6 p.m.

Motion for adjournment at 6:59 pm was made by Gill and Phelps seconded it. Motion carried.

**BUNKER HILL PUBLIC LIBRARY MEETING
WEDNESDAY, APRIL 10, 2024
6:00 P.M.**

The meeting was called to order at 6 p.m. with a quorum with Dauksch, Kruemmelbein, Thyer, McWhorter ,Gill, and Allen. Phelps arrived at 6:02. Motion to approve the agenda was made by Gill and seconded by Thyer. Motion carried. Motion to approve the minutes from the March meeting was made by Gill and seconded by Thyer. Motion carried.

Public Comments None

Treasurer's Report: Attached. Motion to accept the report was made by Allen and seconded by Kruemmelbein. Motion carried.

Librarian's Report:

1. May's Calendar
2. IDES Overpayment Notice/Refund Received
3. AJD Erate Service Refund FY 23
4. A Bid for Mold Spots and Repainting
5. Copier Charges
6. Check Reorders
7. Share Barcoding Certification Training Contracts signed
8. Yearbook Advertisement
9. Competed FOIA/OMA Training
10. PTO accruals in Quickbooks
11. Spending Amount set for maintenance related items
12. Safe Deposit Box Revisit Decision
13. Items removed from Safe Deposit Box

Committee Reports:

1. Budget/Finance Nothing at this time.
2. Building/Maintenance Committee Nothing at this time
3. Policy/Procedure Committee Nothing at this time
4. Community/Public Relations Committee Nothing at this time.
5. Landscaping Committee
 - A. Review bids received for lawn care A motion was made to hire Vaughn Lawn Service for the 2024 mowing season by Thyer and seconded by Kruemmelbien. Motion carried.

Old Business: No bids on the printer.

New Business: Motion to raise the copies to 25 cents a copy for B and W and 50 cents for color by Allen and seconded by Kruemmelbein. Motion carried. motion to accept the bid for \$2,235.00 to fix the mold issue was made by Phelps and seconded by Gill. Motion carried. Phelps will work with Jennifer Watson to look at our policy and procedure policy not to exceed \$500. Motion made by Phelps to place an ad in the yearbook for \$75 for the high school and seconded by Thyer. Motion carried.

No executive session

Next board meeting is May 8th at 6 p.m.

Kruemmelbein made a motion to adjourn the meeting at 6:35 p.m. and Phelps seconded. Motion Carried

Bunker Hill Library District Meeting

May 8, 2024

6:00 p.m.

A quorum was established with Morrison, Gill, Dauksch, Thyer, Krueffelbein, Phelps, McWhorter, and Allen in attendance. A motion to approve the agenda was made by Morrison and seconded by Gill. Motion carried. A motion was made to approve the minutes of last months meeting by Thyer and seconded by Krueffelbein. Motion carried.

No Public Comments

Treasurer's report:

1. 2-2024 Report
2. YTD report

Librarian's Report:

1. Recap of training attended at Collinsville.
2. April Events Attendance
3. May Large Event – Duck into the library
4. April Director Expenses
5. June Events
6. Sexual Harassment Training for all Employees
7. Square Service Charge
8. 5th Grade Field Trip May 15th at 1:15 p.m.

Committee Reports:

1. Budget/Finance Committee
 - a. Establish meeting date to review for 2024-2025 Budget
A meeting was set for May 29th at 6 p.m.
2. Building/Maintenance Committee
3. Policy/Procedure Committee
 - a. Review and approve Board Bylaws
Allen made a motion to accept the bylaws of the library and seconded by Morrison. Motion carried.
 - b. Vote on Regular meeting dates and time.
Motion to accept the meeting to be 2nd Wednesday of the month at 6 p.m. made by Allen and seconded by Morrison
 - c. Employ Handbook Review
A motion was made by Phelps and seconded by Thyer to approve the Handbook Review by Attorney Watson. Motion carried
4. Community Relations Committee:
 - a. Car cruise June 13th Thyer and Allen will be getting the 50/50 together. Also looking into Fall Fest fundraisers.
5. Landscaping committee:
 - a.
 - b. Louis will be getting round off for the weeds.

Old Business:

1. Mold was taken care of

No New Business

Next board meeting Wednesday, June 12, 2024

adjournment was at 6:30 p.m.

Bunker Hill Library District Meeting
June 12, 2024
6 p.m.

A quorum was established with Dauksch, Gill, Krueemelbein, Morrison, Thyer, McWhorter and Allen. The meeting started at 6 p.m. Motion was made by Krueemelbein and seconded by Morrison to accept the agenda as presented. Motion carried. A motion to approve the minutes from last month's meeting was made by Thyer and seconded by Morrison. Motion carried.

No Public Comments

Treasurer's Report:

1. The May 2024 Report: Gill will look into the difference in interest for the checking account at the bank.
2. A motion was made to accept the YTS Budget report by Allen and seconded by Thyer. Motion carried.

Librarian's Report:

1. Director Expense Report for the month of May is attached.
2. June Calendar is attached.
 - a. New June Event is a Lego Club
3. Summer reading program
 - a. Budget – Emily Thyer donated \$50 for the program.
 - b. The enrollment as of now is 87.
4. Duck into the Library Event had 33 in attendance
5. Tax Levy
6. Prevailing Wage Ordinance.
 - a. No longer required as of 6/2019

Committee Reports:

Budget/Finance Report: Dauksch and Gill presented our budget for 2024/2025. A motion to accept the new budget for 2024/2025 as presented was made by Allen and seconded by Gill. Motion carried.

Building/Maintenance Committee Nothing at this time.

Policy/Procedure Committee

1. The Non-Residential card participant fee to be kept the same.

Community/Public Relations Committee:

1. We are doing 50/50 for the Speed Demons. Freezer pops will be handed out.
2. Going to work on DATE WITH A BOOK for Fall fest plus a stand

Landscaping Committee:

1. Natalee sprayed the weeds

No Old Business

New Business – A motion was made by Thyer and seconded by Morrison for Gill to accept the Insurance proposal by our current carry. Motion Carried.

Next Board meeting is July 10 at 6:00 p.m.

Motion to adjourn the meeting at 6:32 was made by Morrison and seconded by Thyer. Motion carried.

**BUNKER HILL PUBLIC LIBRARY DISTRICT MEETING
WEDNESDAY, JULY 10, 2024
6 P.M.**

A quorum was established with Dauksch, Gill, Kruemmelbein, Phelps, and Allen. Morrison arrived at 6:03 p.m. Motion to approve the agenda was made by Gill and seconded by Kruemmelbein. Motion carried. Motion to approve the minutes of last months meeting was made by Kruemmelbein and seconded by Phelps. Motion carried.

No Public Comments

Treasurer's Report:

1. Gill made a motion to transfer \$20,000 to checking account due to our levy taxes have not come in yet. Phelps seconded it. Motion carried.
2. Allen made a motion to accept the YTD Budget report. Kruemmelbein seconded it. Motion carried.

Librarian's Report:

1. Directors Expense Report is attached.
2. July Calendar
3. Summer Reading Program
 - a. There were 68 who participated. 35 to 40 showed up for July 18th.
4. Toddler Time
 - a. There have been any where from 8 to 15.
5. We are planning on donating from the library in memory of Nancy Scroggins. Her family is also giving us memorial money. We are purchasing a scanner and tags.
6. Checking account balance is low. A motion was made in Treasure's report to fix that.

Committee Reports:

1. Budget/Finance Committee: None at this time.
2. Building/Maintenance Committee: Weeds are done, but of course reappearing
3. Policy/Procedure Committee: None at this time
4. Community/Public Relations Committee: 50/50 at car cruise we made \$140. Looking into Cotton Candy for Fall Fest.
5. Landscape Committee: None at this time.

Old Business: Insurance was paid.

New Business: None

No Executive Session

Nest Board meeting is Wednesday, August 14, 2024

Motion to adjourn by Kruemmelbein and seconded by Morrison. Motion carried. 6:18 p.m.

BUNKER HILL LIBRARY DISTRICT MEETING
WEDNESDAY, AUGUST 14, 2024
6:00 P.M.

A quorum was met and the meeting began at 6:02 p.m. Dauksch, Gill, Phelps, Krueffelbein, Morrison, Thyer and Allen were in attendance. Motion to approve the agenda was made by Phelps and seconded by Gill. Motion carried. Motion to approve the meeting from last month was made by Thyer and seconded by Morrison. Motion carried.

No public comments

Treasurer's Report:

1. 7-2024 report was made
2. YTD Budget Report. Office out of payroll. Motion made by Thyer and seconded by Morrison to accept the new YTD Budget with the changes.
3. They would like a month to month account of what is spent on the report.

Librarian's Report:

1. Director Expense Report for the month of July
2. August Calendar
3. Back to School Bash will be held August 16.
4. Community Garden Table
5. Received donation in memory of Nancy Scroggins for \$1,100.
6. Booth reserved for Fall Fest 2024
7. Levy taxes
8. Library Assistant II position posted. Hired Diana Chestnut starting 8/20/2024

Committee Reports:

1. **Budget/Finance Committee.** Did the transfer of funds for the budget shortage due to levy taxes not yet being paid. Made the Money Market account go below required funds. So the account is going to be closed and transferred to the checking account. Motion by Gill and seconded by Phelps to close it out and transfer to checking account. Motion carried.
2. **Building/Maintenance:** None
3. **Policy/Procedure Committee:** None
4. **Community/Public Relations Committee** – Getting ready for Fall Fest. Getting the cotton candy machine on Friday. Need to find out when we can set up. Will work on cotton candy ahead of time on Friday night. We get to keep the machine until Sunday morning. We are also going to sell Date With A Books and tea (sweet and unsweet). Will be letting everyone know next meeting of the times.
5. **Landscaping Committee:** None

Old Business: Scanner for genealogy room, labels for books need to be ordered for Nancy Scroggins donation. Thank you to Scroggins family.

New Business: A motion was made by Morrison to donate \$100 to Nancy Scroggins donation for her years of service to the library and Phelps seconded it. Motion carried.

No Executive Session

Next Board meeting is September 11, 2024 at 6 p.m.

Motion to adjourn the meeting was made by Thyer and seconded by Krueffelbein. Motion carried. Meeting ended at 6:29 p.m.