

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.