

**Bunker Hill Library District Meeting**  
**July 7, 2019**

Meeting started at 6:01 p.m. with a quorum. Those in attendance were Linnebrink, Speitel, Wilcox, Lasswell, and Allen. Morrison arrived at 6:02 p.m. A motion was made to accept the agenda as presented by Speitel and seconded by Wilcox. A motion was made to accept the minutes from last month's meeting was made by Wilcox and seconded by Speitel.

**Public Comments: None**

**Treasurer's report** April Wood said that at least \$18,000 needed to be transferred until September when the taxes come in and paid back. It was discussed and decided to transfer \$26,000 from the money market. Motion made by Wilcox and seconded by Allen. Motion to accept the reports was made by Allen and seconded by Speitel.

**Librarian's report:**

1. Fall Fest update. We will have the book sale and it was requested that the people who do the Corn Hole would like to use our electricity. A motion made by Morrison and seconded by Speitel was made to allow them to use the electricity.
2. Summer reading program was a success. 20,272 minutes have been read so far. 101 registered, 70 have given updates.
3. Kelsey is looking into using e-mails for people who sign up at library for a list to send out different promotions for the library.
4. Bags for kids who read over 360 minutes will be getting a back of school supplies.
5. Reading logs are due Thursday. Next month another count for minutes.
6. The Volunteer Librarian's program is working so well that she is running out of things for them to do. Needs bigger projects. A good thing.
7. Recycling of books she may start using some of the volunteer librarians
8. There were 13 Junior Librarians this summer. They will get a certificate and taken out to lunch at VDI

**Committee Reports:**

**Budget/Finance:** Nothing at this time other than the transfer which was done under Treasures' report.

**Building/Maintenance Committee:**

1. Fred is looking into the timers.
2. LED lights are hard to find. They are still looking for a source.
3. They are going to check the gutters to see if they are clogged.

**Policy/Procedure Committee:**

1. Non Resident Card Participation and Fee - \$40 per family. Motion to approve the cost for 2019-20 was made by Wilcox and seconded by Morrison.
2. Open meetings act still needs to be done.

**Community/Public Relations Committee**

1. Miller was unable to get a gun donation at this time.
2. Kelsey is checking into how to get a raffle license this year.
3. A motion was made by Speitel and seconded by Morrison to purchase a 65 inch Samsung Smart TV between \$600 and \$700 to be raffled off for Fall Fest.

**Landscaping Committee:**

1. Pat has been doing the watering. Monica mulched and will spray for weeds.

**Old Business:**

1. Still working on the lights.

**New Business: None**

**Executive Session: None**

**Next Board meeting is** Tuesday, August 6 at 6 p.m.

**Motion to adjourn** was made by Wilcox and seconded by Speitel. Meeting adjourned at 6:54.

**Bunker Hill Library**  
**August 6, 2019**

Meeting started at 6:05 p.m. with a quorum. Those in attendance were Wilcox, Morrison, Miller, Lasswell and Allen. Motion to accept the agenda for the meeting was made by Wilcox and seconded by Morrison. Motion to accept the minutes from last month's meeting was made by Morrison and seconded by Miller.

**Public Comments:** Kristina Douglas who lives at the Shelter Care is a candidate for Caritas who has applied for a position for seniors and would like to work at the library. She left her resume on file. Caritas would pay them and take care of everything.

**Treasurer's report:** Motion to accept the treasurer's report was made by Wilcox and seconded by Allen.

**Librarian's Report:**

1. Summer reading program was a success. Attached is a summary of everything that was accomplished.
2. Caritas Family Solutions – about becoming a Host Agency. We decided to get some questions answered before we make any decisions.
3. IHLS Member Day is November 7, 2019 9:30-4p.m. in Effingham. It is a staff development. The library would be closed so that all 3 could attend. Will vote when we get more information.
4. Sharing Incident Report: Lasswell handled the situation perfectly. See attached report.

**Committee Reports:**

**Budget/Finance:** Nothing at this time.

**Building/Maintenance Committee:**

1. Still working on timer and lights. Lasswell going to check with Precision in Bethalto.

**Policy/Procedure Committee:** Nothing at this time.

**Community/Public Relations:**

1. We are getting a raffle license for the library to sell the television purchased for Fall Fest.

**Landscaping Committee:**

1. Losing an Azuela and needs to be replaced. Morrison will call and will take care of spraying the weeds.

**Old Business:**

1. Still working on lights.

**New Business:** None

**Executive Session:** None

**Next Board meeting is** Wednesday, September 4, 2019 at 6 p.m.

**Motion to adjourn was made by Wilcox and seconded by Miller at 6:47 p.m.**

**Bunker Hill Public Library**  
**September 4, 2019**

The meeting began at 6:02 with Morrison, Speitel, Miller, Lasswell, Wilcox, and Allen in attendance. Motion to accept the agenda was made by Morrison and seconded by Miller. Motion to accept the minutes from last month's meeting was made by Morrison and seconded by Miller.

**Public Comments:** Bill Tintera of Caritas spoke on their Senior 55 and older program. A program designed to getting seniors back in the workforce. He answered several concerned by the board and will be going forth with finding a fit for us. We did ask for a more extensive background and fingerprint check as they will be dealing with children also. If there is any dissatisfied with the candidate at any time they can be handled with the agency and contract can be cancelled at any time. They handle the worker comp and sometimes they try to move them around every 6 months, but with a rural setting it is a little harder to move them around. Pay check and everything runs through the agency.

**Treasurers Report: None**

**Librarians Report:**

1. Process for filters on the computers is being looked into and watched closely. We are going to get a policy in order so that in the future we have guidelines. Also looking into a form for our patrons to sign about what they can and can't do online which will make policy easier to enforce.

**Committee Reports:**

**Budget/Finance:**

1. Motion to approve the FY 2019 Annual Financial Report was made by Allen and seconded by Morrison.

**Building/Maintenance Committee:**

1. Speitel is going to check the P/M Binder.

**Policy/Procedure Committee:**

1. Internet Policy for computers to be looked into.

**Community/Public Relations Committee:**

1. Raffle license was approved. Raffling a 65 inch Smart TV
2. Book Sales inside and out with continue the next week inside. Miller and Morrison do have tarps if it rains.

**Landscaping Committee:**

1. Mayfield is replacing some flowers that didn't make it.

**Old Business:**

Morrison and Allen will be washing windows before Fall Fest.

**New Business:** We are going to be a host as long as there is a background test with fingerprints. An extensive one. Lasswell will contact Courthouse to see if they do offer them.

**No Executive Session**

**Next Board meeting is October 2, 2019**

**Meeting adjourned at 6:49 with motion by Speitel and Miller**

**Bunker Hill Library District Meeting  
October 2, 2019**

A Quorum was met with members Speitel, Fleiger, Wilcox, Morrison, Lasswell and Allen. The meeting began at 6:08 p.m. Motion to accept the Agenda was made by Morrison and seconded by Speitel. A motion to accept the minutes from the last meeting was made by Wilcox and seconded by Morrison.

**Public Comments:** None

**Treasurer's Report:** None submitted

**Librarian Report:**

1. Calendars and Schedules are attached
2. Basic Firewall was all we had Kelsey and Brad are working to get a system that will block sites that are deemed inappropriate.
3. Motion by Wilcox and seconded by Morrison to approve Caritas contract for the senior program pending fingerprinting with the max amount spent \$75.00. Allen will call Michelle Mueller at ROE office and see if we can use their program or where we can get one.

**Committee Reports:**

**Budget/Finance Committee:** None

**Building/Maintenance Committee:**

1. LED Canister light has to be replaced. Fleiger will check into it.
2. PM Binder will be looked at

**Policy/Procedure Committee:**

1. Internet Usage Policy Sample attached. Needs to be signed by all patrons and children will need their parent or guardian along with their signature. Have a spread sheet login so that things can be tracked better. Motion made to go with Internet Policy was made by Speitel and seconded by Morrison. Wilcox abstained.

**Community/Public Relations:**

1. Raffle and Book Sales. The date was set for Friday, September 20, so it was pulled at 5:00 p.m. We had not met the amount needed to raffle it off. We made \$490 but we sold \$390 in book sales so we still made \$180 profit.

**Landscaping Committee:**

1. We have now passed the year warranty on the plans, but they still do need to finished replacing one more hydrangea

**Old Business:**

1. Windows were washed.

**New Business:** None

**Executive Session:** None

**Next Meeting is on November 6, 2019 at 6 p.m.**

**Adjournment:** Motion by Speitel and seconded by Wilcox at 6:50 p.m.

Bunker Hill Library District Meeting

November 6, 2019

6:00 p.m.

A quorum was met with members Linnebrink, Wilcox, Speitel, Miller and Lasswell. Allen arrived at 6:07 p.m. Motion to accept the Agenda was made by Speitel and seconded by Miller. A motion to accept the minutes from the last meeting was made by Wilcox and seconded by Speitel.

**Public Comments:** None

**Treasurer's report:** The report was presented by April's Tax Service. Motion to accept the report was made by Wilcox and seconded by Miller.

**Librarian's Report:**

1. Calendar and Schedule attached.
2. HLS member day is tomorrow.
3. Christmas Walk – December 7, 2019
  - A. Monica Morrison will be Mrs. Claus and read story. Costume already rented.
  - B. Raffle Basket is prepared.
  - C. May do a small craft or refreshments
4. Doing Pre-school Family Day craft on November 14 at 1 or 2 Pat Sims and Kelsey Lasswell is working with the school to help promote the Library.
5. No reply on the background check for the Caritas. Give them until Christmas

**Committee Reports:**

**Budget/Finance Committee**

1. Levy is due the 2<sup>nd</sup> week of December. Motion to Approve Ordinance 19-9 Levy was made by Wilcox and seconded by Speitel. Ayes-Wilcox, Allen, Speitel, Miller and Linnebrink. No Nays Fleiger and Morrison not in attendance.

**Building/Maintenance Committee:**

1. PM Binder. Speitel will take a look at it.
2. The light still needs to be fixed. Linnebrink will ask Fleiger about canister.
3. The timer is still not working. Do we want to spend a lot of money on taking it apart? Or Linnebrink will look into this weekend to see what he can see this Sunday.

**Policy/Procedure Committee:** Nothing is due at this time.

**Community/Public Relations Committee:**

1. Wish Tree Fundraiser. This was brought up and motion made by Allen and seconded by Speitel to have a Wish Tree up by the Christmas Walk.

**Landscaping Committee:** Nothing at this time.

**Old Business:** Lighting still being looked into.

**New Business:** None at this time.

**Executive Session:** Nothing at this time.

**New Board Meeting is January 8, 2020**

**Adjournment was at 6:52 p.m.**

**Bunker Hill Library District**

**January 8, 2020**

**6 p.m.**

A quorum was met with Linnenbrink, Wilcox, Speitel, Fleiger, and Morrison in attendance. Deb Allen arrived at 6:05 p.m. Motion to accept the agenda was made by Morrison and seconded by Fleiger. Motion carried. Motion to accept the minutes from the last meeting was made by Wilcox and seconded by Fleiger. Motion carried.

**No Public Comments**

**Treasurer's Report: None at this time.**

**Librarian's Report:**

1. Calendar and Schedule attached. Library Crawl is being held with other libraries.
2. The per capita was filed it is used for book purchases.
3. Summer Reading Program Dates and theme set. June 11, 18, 25; July 9, 16, and 23. Thursdays from 12-2. The theme is dig Deeper needs to investigate and recover.
4. Haven't heard from Caritas since we asked for a background check. From company or person.
5. Junior librarians will be used again this year. It worked out well last year.
6. The Christmas Walk was a success but they thought attendance was low. Mrs. Claus was hit as always.
7. Kim and Kelsey went to a member day in November and thought it was well worth it.

**Committee Reports:**

**Budget/Finance: Nothing at this time.**

**Building/Maintenance Committee:**

1. PM Binder they are going to go thru it.
2. Front Desk Canister update. James took it to Lowe's had nothing. They are going to check with WIN Nelson in Edwardsville in Edwardsville or Fleiger says it is not made any more and we will probably have to come up with a new idea. The fixtures will probably cost about \$25 each. They voted to fix all of them. They wanted to fix them all to be alike. January 18<sup>th</sup> Fred, James and Mark will do it they will go to Frost Electric to see about a fix. Motion by Wilcox and seconded by Fleiger to buy new lights and re-do them.
3. Flagpole light is burnt out and not getting enough electricity. Will look into it on that Saturday also.

**Policy/Procedure Committee:**

1. We are going to change the meetings to the second Wednesdays so that Treasurer can have more time to get reports done. Motion made by Wilcox and seconded by Morrison. Motion carried.
2. Utica from Chicago would like a chance to bid. They are going to be asked who some of their clients are and Wilcox is going to check with our insurer now to see about some of the differences in the two policies.

**Community/Public Relations:**

1. The Wish Tree didn't go over as well as they hoped but they are going to look into next year promoting it a little different. It is really no cost to library.
2. Trivia Night – decided not to do it. We will table this and try to come up with a way to make money that we think will appeal to all ages.

**Landscaping Committee: Nothing at this time.**

**Old Business:** Working on lighting issues.

**New Business:** Motion to accept bids for snow removal (need to be insured) and must include sidewalks and ramps. Due by January 31<sup>st</sup>, 2020. Motion by Wilcox, seconded by Allen. Motion carried. The furnace is not working properly. Ernst Heating and Cooling out of Hamel will be called.

**Executive Session: None at this time.**

**Next Meeting is February 12, 2020 at 6 p.m.**

**Adjournment is at 7:08 p.m. Motion was Fleiger and seconded by Speitel.**

**Bunker Hill Library District**

**February 12, 2020**

**6 p.m.**

A quorum was met with Linnebnbrink, Flieger, Miller, Speitel, and Lasswell at 6:00. Motion to accept the agenda was made by Flieger and seconded by Miller. Motion carried. Motion to accept the minutes from last meeting was made by Flieger and seconded by Miller. Motion carried.

**No Public Comments.**

**Treasurer's Report:** Motion to accept treasurer's report was made by Speitel and seconded by Flieger. Motion carried.

**Librarian's Report:**

1. Calendar and schedules were attached.
2. Lasswell requested permission to submit application to attend Leadership Conference. Letter of recommendation from Board President needed – Linnenbrink will assist. If accepted, Leadership conference will be held in Springfield, IL and cost \$100 for a full day conference. A motion was made by Flieger to grant Lasswell permission to submit application and spend \$100 on the conference if accepted. Motion was seconded by Miller. Motion carried.
3. Lasswell passed around rough drafts of the Summer Reading Program reading logs. All in attendance approved of designs and anticipate more information in the coming months.

**Committee Reports:**

**Budget/Finance: Nothing to report**

**Building/Maintenance Committee:**

1. PM Binder has been completed by Flieger and Linnenbrink. Flieger to finish Monday, the 17<sup>th</sup>.
2. Snow Removal – No bids were submitted from the Gazette advertisement. Board granted permission to just use best judgement for the remainder of the year.
3. Canister lights – have replaced the two that were burnt out. Board discussed just replacing the lights as needed. Potentially purchasing some supplies to keep on hand so replacing burnt lights would be simple. Motion to purchase a box of 6 to keep on hand was made by Flieger and seconded by Speitel.

**Policy/Procedure Committee:**

1. Review Hastings response to Coverage Letter was tabled until next month when more Board Members are in attendance.

**Community/Public Relations Committee:**

1. Billygoat's Fundraiser conversation was tabled until next meeting when Morrison would be in attendance.

**Landscape Committee: Nothing to report**

**Old Business: Nothing to report**

**New Business: Nothing to report**

**Executive Session: Nothing to report**

**Next Meeting is Wednesday, March 11, 2020**

**Meeting Adjourned at 6:38. Motion made by Speitel and seconded by Flieger.**

**Bunker Hill Library District**

**March 11, 2020**

**6 p.m.**

A quorum was met with Linnebnbrink, Miller, Speitel, Morrison, Wilcox, and Lasswell at 6:00. Motion to accept the agenda was made by Speitel and seconded by Miller. Motion carried. Motion to accept the minutes from last meeting was made by Speitel and seconded by Miller. Motion carried.

**No Public Comments.**

**Treasurer's Report:** Motion to accept treasurer's report was made by Speitel and seconded by Miller. Motion carried.

**Librarian's Report:**

4. Calendar and schedules were attached.
5. Lasswell requested to attend Reaching Forward South Conference in Champaign, IL on Friday, March 20<sup>th</sup> pending actions of the conference due to Coronavirus. Motion was approved by Speitel and seconded by Morrison.

**Committee Reports:**

**Budget/Finance: Nothing to report**

**Building/Maintenance Committee:**

4. Metal trashcan out front has been repaired by Miller. Lid was missing, Miller replaced with one he had for free.
5. Mowing bids will be going out this week with the same information as last year.
6. Lasswell was presented with information about converting our energy supplier from Ameren to Ambit which was presented to the board. After review, the board had more questions regarding switching energy suppliers, and the motion was tabled until more information was presented.

**Policy/Procedure Committee:**

2. Wilcox volunteered to contact Hastings Mutual Insurance to get more information about a cyber-security policy. She will provide information as she receives it and it will be discussed at the next meeting.
3. Pandemic Response Policy was presented. Wilcox made a motion to temporarily operate under guidelines of said policy until the official adoption of the policy at the next meeting with the threat of the coronavirus pandemic. Motion was seconded by Speitel.

**Community/Public Relations Committee:**

2. GroupRaise fundraiser was scheduled at MOD Pizza for Sunday, May 31<sup>st</sup> where a percentage of total sales that day will be donated to the Bunker Hill Public Library.
3. Regarding Billygoats fundraiser, Morrison said she has a contact at the restaurant she will speak with and see if they would be willing to work with us on a fundraiser.

**Landscape Committee:**

1. Morrison has added mulch around the new trees.

**Old Business: Nothing to report**

**New Business: Nothing to report**

**Executive Session: Nothing to report**

**Next Meeting is Wednesday, April 8, 2020**

**Meeting Adjourned at 6:49. Motion made by Wilcox and seconded by Speitel.**

**NO MEETING HELD APRIL 2020 DUE TO COVID-19 PANDEMIC**

**Bunker Hill Library District**

**May 20, 2020**

**6 p.m. VIA ZOOM**

A quorum was met with Linnenbrink, Speitel, Morrison, Wilcox, Allen, and Lasswell at 6:04. Motion to accept the agenda was made by Allen and seconded by Morrison. Motion carried. Motion to accept the minutes from last meeting was made by Morrison and seconded by Wilcox. Motion carried.

**No Public Comments.**

**Treasurer's Report:** Motion to accept treasurer's report was made by Morrison and seconded by Speitel. Motion carried.

**Librarian's Report:**

6. There was discussion about the Library reopening. It was decided that the Library would reopen on June 1<sup>st</sup> with the following stipulations. 2-4 hour days with two employees on the clock without going over usual scheduled hours, curbside pickup as an option, masks suggested but not required for employees and patrons, 15 person max including staff. Lasswell will advertise and create a schedule within the normal payroll hours.

**Committee Reports:**

**Budget/Finance:** Savings account needs to have a transaction or else it will start accruing a service fee. Linnenbrink will take care of it.

**Building/Maintenance Committee:**

7. Kara's Lawn Care was the only lawn care bid submitted. Wilcox made a motion to accept the bid for the year for \$575 seconded by Speitel.

**Policy/Procedure Committee:**

4. The Pandemic Response Policy was put up for a vote. Allen made a motion to approve the policy and it was seconded by Morrison.

**Community/Public Relations Committee:**

4. GroupRaise fundraiser will be rescheduled to a later unknown date.

**Landscape Committee:**

2. Morrison has noted that 3 things in the landscaping have not yet been replaced as she was told they would be. She had contacted the landscaping company and is going to contact again next week to ensure that the warranty work will be completed and we will not be charged.

**Old Business:** Hastings Cyber Policy has been tabled, and no objections to Hastings Insurance Policy being renewed in July.

**New Business: Nothing to report**

**Executive Session: Nothing to report**

**Next Meeting is Wednesday, April 8, 2020**

**Meeting Adjourned at 6:38. Motion made by Wilcox and seconded by Speitel.**

Bunker Hill Public Library District Meeting  
Wednesday, June 10, 2020  
6 pm

A quorum was established with Linnenbrink, Fleiger, Speitel, Wilcox, Morrison, Lasswell and I in attendance. Meeting began at 6 p.m. Motion to approve the minutes from May Zoom meeting was made by Speitel and seconded by Morrison. Motion to approve the Agenda was made by Wilcox and seconded by Morrison.

No public comments

Treasurer's Report: Everything is going great. Motion to accept was made by Wilcox and seconded by Fleiger.

Librarian's Report:

1. Going to continue limited hours to the end of July. Everyone seems to be okay with the way things are going Not using curbside.
2. Summer Reading program in going to be end of June or first of July and will be online this year. Getting an app for this.
3. Projects: weeded out over 1,000 books out of children's fiction and have taken out all the books falling apart. High school helpers and Jr Librarians will be postponed and may be an after school project.

Committee Reports:

Budget/Finance Committee:

1. Get a quote for Finance for cyber insurance.
2. Linnenbrink needs to do a transfer.
3. Need a meeting for next year's budget

Building/Maintenance Committee:

1. Light on flagpole still being fixed.

Policy/Procedure Committee: Nothing to report

Community/Public Relations Committee: Nothing at this time

Landscape Committee:

1. Mayfield's haven't forgotten will be replacing flowers.

No Old Business

No New Business

No Executive Session needed

Next meeting Wednesday, July 8, 2020 at 6 p.m.

Meeting was adjourned at 6:25 with a motion from Fleiger and Speitel