

Ashley Public Library District Board Meeting Minutes – 2024

January 30, 2024
February 27, 2024
March 26, 2024
April 30, 2024
May 28, 2024
June 25, 2024
July 30, 2024
August 27, 2024
September 17, 2024
October 29, 2024
November 25, 2024

Ashley Public Library District Board Meeting Minutes

Date January 30, 2024

Board Officers

President- Len Piasecki – 618-534-5225 A

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 P

Library Director – FOIA Officer – Carol Tomaszewski

Call to Order

Pledge to Flag

Roll Call 3 officers, and 2 members present

Approval of Minutes

Motion Sandy Second Mary Approved All

Approval of Financial Report

Motion Kathleen Second Bill Approved All

Financial Report Motion to accept by Mary 2nd by Bill

Discussion

Correspondence Bill's Tax Service is going to raise price from \$75.00 to \$90.00 beginning January 1.

Library Director's Report 13 children participated in the "Kid's Christmas Program".

The Staff thanked the board for their Christmas gifts.

New Business Effective January 1, 2024 it will be a law that the staff must be offered paid time off based on the hours they work. (Policy sheet attached) A motion was made by Kathleen and 2nd by Mary to accept the time off Policy. Roll call vote: Sandy – yes, Ellen – yes, Bill – yes, Mary – yes, Kathleen – yes. Motion carried.

With no further business, a motion was made by Bill to adjourn, 2nd by Mary, motion carried. The next meeting will be February 27, 2024.

Respectfully submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date February 27, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 P

Trustee – Mary Dreas -- 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 P

Library Director – FOIA Officer – Carol Tomaszewski

Call to Order

Pledge to Flag

Roll Call 4 officers, and 3 members present

Approval of Minutes

Motion by Mary to accept, 2nd by Sandy Approved by all

Approval of Financial Report

Motion by Sandy to accept, 2nd by Bill Approved by all

Discussion

Correspondence The combined internet/phone service should be up and running by July 1.

Library Director's Report The bench outside the library door has been temporarily moved due to loiterers sitting out there for extended periods eating and leaving trash. It will be returned at a later date.

Kids Saturday Program is pretty well planned. It will be the 2nd Saturday of each month. Nancy Meyer has indicated a desire to read to the group and a nurse from the Health Dept will come to encourage and teach hygiene and provide items such as tooth paste, toothbrushes, soap etc. Money has been donated for new children's books which Carol has purchased and had on display. A different plan or lesson will be presented at each session.

Old Business

When the shed was built a wire was put in to run electricity so there can be a light put in side. There are fixtures from when the lights in the library were replaced.

With no further business, a motion made by Ashli to adjourn with a 2nd by Bill. All in favor.

Next meeting will be March 26, 2024.

Respectfully Submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date March 26, 2024

Board Officers

President- Len Piasecki – 618-534-5225 A

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 A

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 P

Library Director – FOIA Officer – Carol Tomaszewski

Call to Order

Pledge to Flag

Roll Call 2 officers, and 2 members present

Approval of Minutes

Motion by Bill to accept, 2nd by Mary Approved by all

Approval of Financial Report

Motion by Mary to accept, 2nd by Bill Approved by all

Discussion

Correspondence The combined internet/phone service should be up and running by July 1.

Library Director's Report

Kids Saturday Program Has been a great success. Nancy Myers presented a program on the upcoming Solar Eclipse. It was very informative and well received. 6 Children attended.

Old Business

When the shed was built a wire was put in place to have electricity in there. The lights have been installed and when board members toured the shed it was nice and bright.

New Business Carol said she intends to retire. She knows of someone who would like the job and should be qualified. She is going to advertise the vacancy on the Library web page and with a notice on the front door of the library. All applicants will be instructed to come to the next meeting to meet with the personnel committee for an interview. Carol is not turning in her letter of resignation until next month but states it will be effective the end of April.

With no further business, a motion made by Bill to adjourn with a 2nd by Mary. All in favor. Next meeting will be May 28, 2024.

Respectfully Submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date April 30, 2024

Board Officers

President- Len Piasecki – 618-534-5225 A

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 P

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 P

Library Director – FOIA Officer – Carol Tomaszewski

Call to Order by Vice President Sandy Hansen

Pledge to Flag

Roll Call 3 officers and 3 members present

Approval of Minutes

Motion by Mary to accept, 2nd by Kathleen Approved by all

Approval of Financial Report

Motion by Bill to accept, 2nd by Mary Approved by all

Discussion

Correspondence Carol circulated a card for the Malawy family. Butch Malawy had served as Santa for our Christmas kids party he will be missed.

Kids Saturday Program - The most recent was a program about Hygiene. It was very informative. 6 children were in attendance

Old Business

New Business Nicole Mischke was introduced as an applicant for the Library Director's position. The officers interviewed her prior to the meeting and felt she was a good candidate. There were several more questions and discussion. A motion was made by Bill to hire Nicole, 2nd by Kathleen. All approved on unanimous roll call vote. Concerning her salary, Kathleen made a motion to pay her the same salary Carol is currently making, \$20 per hour. There was discussion concerning this amount with Bill felt she should work her way to amount. Mary 2nd the motion for \$20. Roll call vote: Sandy – yes, Ellen- yes, Kathleen – yes, Bill – no, Mary – yes, Ashlie – yes. Motion carried.

With no further business, a motion made by Bill to adjourn with a 2nd by Mary. All in favor. Next meeting will be May 28, 2024.

Respectfully Submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date May 28, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 A

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 A

Library Director – FOIA Officer – Carol Tomaszewski & Nicole Mistcheke

Call to Order

Pledge to Flag

Roll Call 3 officers and 1 member 1 present

Approval of Minutes

Motion by Mary to accept, 2nd by Mary Approved by all

Approval of Financial Report

Motion by Mary to accept, 2nd by Sandy Approved by all

Discussion

Correspondence Carol had a letter she sent to the City showing the expenses for the shed. These should be reimbursed with tiff money.

Kids Saturday Program - Kid's Day program was about plants. It was presented by Nicole with Emily from the Health Dept and Nancy Meyer. The next dates will be July 2, 9, 23, & 30. The Ashley Fire Dept will cover the program on the 23rd.

Library Fees were discussed. Presently our non resident fee is \$40 per year. These are less than some other libraries are charging. A motion was made by Sandy and 2nd by Mary to continue with the \$40 fee. All approved motion carried.

Old Business

New Business Koch Insurance has informed us they will no longer carry the insurance to cover our treasurer bond for next year. It will be necessary to find another company.

The Food Pantry is being vandalized and has become a burden to the library staff. In addition we are the only ones restocking it. Nicole will call the 4-H to discuss the problem.

Personnel Carol has completed evaluations for Sue, and Michelle. Carol has also submitted her resignation. Her last day will be June 14. Sandy made a motion to accept with regret. Mary 2nd again with regret, approved by all.

We need to start planning Veteran's Day and see if we can find a speaker.

With no further business Sandy made a motion to adjourn, 2nd by Mary. The next meeting will be June 25, 2024.

Respectfully submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date June 25, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 A

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 4 officers, and 1 members present

Approval of Minutes

Motion Mary

Second Sandy

Approved All

Approval of Financial Report

Motion to accept Sandy

Second Mary

Approved All

Discussion

Correspondence Received a TIFF check for \$240 for Electricity in shed. This was less than amount we requested. We still have not received the total amount we were to be given.S

Library Director's Report The Library is now on the new system for phone and internet. We owe one more payment to Charter.

The Food Pantry has been moved inside due to vandalism outside.

2 trustees are needed to audit the treasurer and secretary records prior to next meeting.

New Business Plans for Veterans Day at the Library still need to be made. Ali from Wreaths Across America will come and set up a display and explain the program. We still need to find some speakers.

With no further business, a motion was made by Mary and seconded by Sandy to adjourn. The next meeting will be July 30, 2024.

Respectfully submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date July 30, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 P

Trustee – Mary Dreas – 618-521-6169 P

Trustee - Bill Strong – 618-314-0253 A

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 4 officers, and 2 members present

Approval of Minutes

Motion Sandy Second Mary Approved All

Approval of Financial Report

Motion to accept Sandy Second Mary Approved All

Discussion

Correspondence

Library Director's Report There is one more Kid's Program Scheduled. It will be Aug 24 on Healthy Eating. Emily Fisk from the county health dept will present this program.

Colton Underwood will be available on August 6 to assist college bound students in filling out FAFSA applications.

2 board members audited the Treasurer and Secretary books prior to the meeting.

New Business The tentative budget has been received and will be posted.

Nicole said that it will be necessary to transfer money out of the Illinois Fund to the checking account. Mary made a motion that we do this and Kathleen seconded. Roll call vote: Len – yes, Ellen – yes, Mary – yes, Sandy – yes, Ashlie – yes, Kathleen – yes motion carried.

The Building was power washed this passed month.

Old Business Ideas for a Veteran's Day Speakers are still being sought. It was pointed out it should be someone with military/veteran's connections rather than strictly political.

Next meeting we need to think about Halloween ideas, approve the budget, discuss a basket for the school's glow bingo.

Due to a conflict Ellen will not be at the August meeting, so someone needs to take minutes for her. And also due to a conflict the September meeting needs to be change to September 17, one week earlier.

With no further business, a motion was made by Mary and seconded by Sandy to adjourn. The next meeting will be August 27, 2024.

Respectfully submitted

Ellen Boczek, Secretary

** Addendum Added by Secretary: In the days following the meeting trustee William Strong passed away. His knowledge, insight and input will be missed at the meetings. Some one from the community needs to be appointed by a vote of the board members to fill his position until the election. EB

Ashley Public Library District Board Meeting Minutes

Date August 27, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - A

Treasurer – Kathleen Janvier - 770-633-9939 A

Board Members

Trustee - Ashlie Newcomb -618-367-6549 R

Trustee – Mary Dreas – 618-521-6169 P

Courtney Guinzy-618-335-1313 P

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 2 officers, and 3 members present *Remote attendance by Ashlie 6 pm to 6:10

Approval of Minutes

Motion Sandy

Second Mary

Approved All

Approval of Financial Report

Motion to accept Sandy

Second Mary

Approved All

Discussion

Correspondence

Library Director's Report A visit from Ellen Popit, an Associate Director of IHLS came to the library to welcome the new Director.

We received a Food Donation for the Black Tie Fair Queen of Washington County

The Ashley Grade School had a Field Trip at the Library August 13, were 29 kids and 3 adults attended and learned about what the library offers

The Kids' Saturday August 24 5 kids and 5 adults learn about healthy eating from Washington health Dept. Emily Fisk RN

Next Kids Saturday to be held on September 21 themed Kindness Rocks celebrating national rock collection day

New Business

Approval of the Tentative Budget Motion to accept Sandy, Second Mary Approved All

Appoint Courtney Guinzy as Trustee Motion to accept Sandy, Second Mary Approved All,
Courtney was then sworn in as trustee by Nicole Mischke

It was suggested that the budget for the Glow Bingo Basket for the Ashley Grade School be
\$40.00, Motion to accept Sandy, Second Mary, and Approved All

Old Business Ideas for a Veteran's Day Speakers and a Christmas Santa are being sought.

With no further business, a motion was made by Sandy and seconded by Mary to adjourn. The
next meeting will be September 17, 2024.

Respectfully submitted

Nicole Mischke, Library Director

Ashley Public Library District Board Meeting Minutes

Date September 17, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee – Courtney Guinzy

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 4 officers, and 3 members present

Approval of Minutes

Motion Sandy Second Courtney Approved All

Approval of Financial Report

Motion to accept Sandy Second Courtney Approved All

Discussion

Correspondence

Library Director's Report Nicole requested the purchase of a new fax machine. Motion made by Kathleen, 2nd by Sandy for Nicole to purchase what she feels will work best for the Library, all approved.

The Library Crawl is about to begin and Nicole suggested the purchase of items for the Ashley patrons who participate to have their names put in a drawing. Motion made by Kathleen and 2nd by Sandy all accepted. **New Business** After comparison of Ameren bill and what Homefield is now Sandy made a motion to switch back to Ameren 2nd by Mary. All approve.

Old Business Ideas for a Veteran's Day Speakers are still being sought. It was pointed out it should be someone with military/veteran's connections rather than strictly political.

Kids Christmas Party We are in need of someone to play Santa. Kathleen will check with the one that goes to the school.

Memorial for Bill Strong – After discussing how Bill could be remembered it was that since he really loved Christmas it would from now on be called "Bill's Christmas". Kathleen made a motion for this

Sandy 2nd , all approved.

Sandy suggested we contact the Extension Office to pick up the Food Pantry box that was previously outside. Items are on shelves inside now.

With no further business, Mary made a motion to adjourn the meeting, Sandy 2nd. Next meeting will be October 29.

Respectfully Submitted

Ellen Boczek, Secretary

With no further business, a motion was made by Mary and seconded by Sandy to adjourn. The next meeting will be August 27, 2024.

Respectfully submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date October 29, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 P

Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee – Courtney Guinzy P

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 4 officers, and 2 members present

Approval of Minutes

Motion Sandy

Second Courtney

Approved All

Approval of Financial Report

Motion to accept Sandy

Second Courtney

Approved All

Discussion

Correspondence

Library Director's Report We have received a check from the County Treasurer for \$5800. Property tax is 96 percent collected.

The last kids Saturday group was for 3 children.

Santa will be coming on the 7th or the 14th of December.

New Business With no changes needed, the Tentative tax levy was signed.

There has been a person coming into the library and causing a disturbance. Further action may be necessary

Bill Adams will be the Veterans Day speaker, he is a Naval Commander, Retired.

With no further business, a motion was made by Mary and seconded by Sandy to adjourn. The next meeting will be November 26, 2024.

Respectfully submitted

Ellen Boczek, Secretary

Ashley Public Library District Board Meeting Minutes

Date November 26, 2024

Board Officers

President- Len Piasecki – 618-534-5225 P

Vice Pres.– Sandy Hansen - 618-322-8887 P

Secretary – Ellen Boczek – 618-967-9353 - P

Treasurer – Kathleen Janvier - 770-633-9939 A

Board Members

Trustee - Ashlie Newcomb -618-367-6549 P

Trustee – Mary Dreas – 618-521-6169 P

Trustee – Courtney Guinzy P

Library Director – FOIA Officer – Nicole Mischke

Call to Order

Pledge to Flag

Roll Call 3 officers, and 3 members present

Approval of Minutes

Motion Sandy

Second Courtney

Approved All

Approval of Financial Report

Motion to accept Ashlie

Second Sandy

Approved All

Discussion

Correspondence

Library Director's

We had 30 participants in the October Library Crawl. Our Veterans Day speaker, Bill Adams, had 5 attendees. Mary has arranged for Santa to be present at Bill Strong's Children's Christmas Program, which is scheduled for December 7th at 10 AM.

New Business

Tax Levy Ordinance -A motion to accept the tax levy ordinance was made by Sandy and seconded by Mary. The motion was unanimously approved.

Resolution Approving Annual Financial Report -Mary made a motion to accept the annual financial report, which was seconded by Sandy. The motion was unanimously approved.

Approval of Christmas Gifts

The following Christmas gifts were approved:

- Library Director: \$100
- Assistant: \$50
- Two Substitutes: \$50 each
- Janitor: \$50
- Two Volunteers: \$25 each

Sandy made the motion to approve these gifts, and Courtney seconded it. The motion was unanimously approved.

Discussion on Purchasing Sabre Spray -The discussion regarding the purchase of Sabre Spray was tabled. Janet Logan raised concerns about liability and will present a city document at the next meeting, resulting in the purchase being denied.

Proposal for Silent Emergency Alert Button – A proposal was presented to purchase a silent emergency alert button from Security Alarm, which included a \$300 installation fee and a \$39 monthly service fee. The cost was considered too high, and Ashlie suggested obtaining another quote for a more cost-effective solution.

We reviewed the Behavior Policy and Code of Conduct. We decided to continue developing this document further.

Trimming of the North Tree by the Parking Lot was dismissed.

Library Maintenance Hours Approval -Five hours of library maintenance were approved, with Sandy making the motion and Mary seconding it. The library director and volunteers will handle additional tasks, including book repair, grant writing, and other necessary work.

With no further business, a motion was made by Sandy and seconded by Ashlie to adjourn. The next meeting will be January 28, 2024.

Respectfully submitted

Nicole Mischke, Library Director