

**Ashley Public Library District  
Board Meeting Minutes – 2025**

January 28, 2025

February 25, 2025

March 31, 2025

April 29, 2025

May 27, 2025

June 23, 2025

July 29, 2025

September 30, 2025

November 25, 2025

# Ashley Public Library District Board Meeting Minutes

**Date** January 28, 2025

## 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 P

## Board Members

Trustee - Ashlie Newcomb -618-367-6549 A

Trustee – Mary Dreas – 618-521-6169 P

Trustee – Courtney Guinzy A

Library Director – FOIA Officer – Nicole Mischke

## Call to Order

## Pledge to Flag

**Roll Call** 3 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

Monthly bookkeeping fee increase

Motion to accept Sandy

Second Mary

Approved All

## Library Director's

December: The Bill Strong Children's Christmas Program on December 7 had 20 children and 10 adults in attendance. On December 9, the University of Illinois hosted a Luffa Class with 5 attendees. We launched our first Kids' Newsletter for Ashley Grade School, featuring upcoming events, and received 20 backpacks filled with comfort supplies and 18 books on mental health. We are coordinating with the school for backpack distribution. The Per Capita Grant and the Annual Library Certification have been submitted, along with a marketing micro-grant and the ILLINET Interlibrary Loan Traffic Survey.

January: Two snow days from an ice storm led to the cancellation of Kids' Bingo, which will be rescheduled at a later date. We've completed barcoding and repairs for adult fiction books and are now working on the children's section.

In 2024, Ashley patrons saved \$70,590.35 by using the library, and circulating items have doubled in the past six months. The Ashley Pre-K Teacher has inquired about a library visit for her students, and we are discussing plans for it.

## Committee Report

President Len noted that committee appointments are coming up, and he encouraged the trustees to consider which committees they would like to serve on.

### **Old Business**

The discussion about implementing a panic button concluded without action taken, as the proposal was voted down. Additionally, the Behavior Policy and Code of Conduct were adopted, which includes the seven rules of the library.

### **New Business**

Statement of Economic Interest was signed to be mailed by Nicole to the County Clerk and Recorder.

With no further business, a motion was made by Sandy and seconded by Mary to adjourn. The next meeting will be February 25, 2025.

Respectfully submitted

Kathleen, Treasurer

# Ashley Public Library District Board Meeting Minutes

**Date** February 25, 2025

## Board Officers

President - Len Piasecki - 618-534-5225 P      Vice Pres. - Sandy Hanson - 618-322-8887  
Secretary - Ellen Boczek - 618-967-9353 P      Treasurer - Kathleen Janvier - 770-633-9939 P

## Board Members

Trustee - Ashlie Newcomb - 618-367-6549      Trustee - Mary Dreas - 618-521-6169  
Trustee - Courtney Guinzy P

Library Director - FOIA Officer - Nicole Mischke

## Call to Order

### Pledge to Flag

**Roll Call** - 3 officers and 4 members present

### Approval of Minutes

Motion to accept - Sandy      Second - Courtney      Approved All

### Discussion

- Community driven "Book It" program.
- Ashlie speaks to the Lantern Pub, Ashley Grade School, and possibly the ice cream shop.
- Summer reading program

### Correspondence

**Library Director's Report:** 118 Visitors 323 Circulating Items 83 digital items

### Old Business:

### New Business:

Changing the meeting time to 6:30pm Motion to accept Sandy and Seconded by Ashlie. All Approved.

With no further business a motion was made by Sandy and seconded by Courtney to adjourn. The next meeting will be March 31, 2025.

Respectfully submitted

Ashlie Newcomb, Trustee

# Ashley Public Library District Board Meeting Minutes

**Date** March 31, 2025

## 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

No minutes were available

## Approval of Financial Report

Motion to accept Sandy

Second Courtney

Approved All

## Discussion

## Correspondence

**Library Director's Report** Due to the present substitute needing some time off, we need to consider someone to be substitute. Nicole suggested April Hart and Alexa Lamczyk as substitutes and for them each to receive 2 hours of training. A motion was made by Sandy and seconded by Mary to approve this. All approved.

**Old Business** all election forms were turned in to be placed on the ballot.

**New Business** The possibility of not having a meeting every month was discussed. It was then tabled until next month when new board members will be present.

The marquee out front will be changed to welcome new board members and other community elected officials.

With no further business, a motion was made by Mary and seconded by Sandy to adjourn. The next meeting will be April 29, 2025.

Respectfully submitted

Ellen Boczek, Secretary

## **Board Meeting Minutes**

Date: April 29, 2025

Board Officers Present:

President: Len Piasecki – (618) 534-5225

Vice President: Sandy Hanson – (618) 322-8887

Secretary: Ellen Boczek – (618) 967-9353 (Present)

Treasurer: Kathleen Janvier – (770) 633-9939 (Present)

Board Members Present:

Trustee: Ashlie Newcomb – (618) 367-6549

Trustee: Mary Dreas – (618) 521-6169

Trustee: Courtney Guinzy (Present)

Library Director / FOIA Officer:

Nicole Mischke

Meeting Called to Order

Pledge of Allegiance

Roll Call: 3 officers and 4 trustees present

Approval of Minutes:

Motion to approve: Sandy Hanson

Second: Ashlie Newcomb

Approved unanimously

## **Discussion Items:**

### **Treasurer**

Mary Dreas was considered for Treasurer.

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### **Secretary Position**

Ashlie Newcomb accepted the Secretary position.

Motion to approve: Sandy Hanson

Second: Amber

Approved unanimously

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### **Additional Help**

Nicole Mischke requested additional help for the last day of school and signing up students for their own library cards.

Motion to approve: Sandy

Second: Ashlie Newcomb

Approved unanimously

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### **Monthly Meeting Change**

Beginning July 1, 2025, meetings will be held every other month. Special sessions may be called as needed.

Trustees may miss no more than two meetings without prior notice; otherwise, a replacement will be considered.

Motion to approve: Sandy Hanson

Second: Ashlie Newcomb

Approved unanimously

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## **Library Directors Conference**

Nicole Mischke requested to attend the Library Directors Conference in Springfield, August 4–6, 2025.

Sandy Hanson suggested the library cover the conference registration. Nichole will cover gas and food expenses.

Motion to approve: Sandy Hanson

Second: Amber

Approved unanimously

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### **Correspondence:**

None reported

### **Library Director's Report:**

None reported

### **Old Business:**

None

### **New Business:**

Summer Reading Program.

Last day of Ashley Grade School: Shaved Ice will be sponsored by a local bank for the last day of school. Goal: Library to encourage new patrons.

### **Adjournment:**

Motion to adjourn: Sandy Hanson

Second: Ashlie Newcomb

Approved unanimously

Next Meeting: May 27, 2025

Respectfully Submitted, Ashlie Newcomb - Clerk

May 27, 2025

Board Meeting Minutes

Date: May 27, 2025

Board Officers Present:

President: Len Piasecki – Present

Vice President: Sandy Hanson - Present

Secretary: Ashlie Newcomb – Present

Treasurer: Kathleen Janvier – Absent

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Board Members Present:

Trustee: Mary Dreas – Present

Amber Kabat - Absent

Jennifer Mason - Present

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Library Director / FOIA Officer:

Nicole Mischke - Present

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**I. Meeting Called to Order**

**II. Pledge of Allegiance**

**III. Roll Call:** 3 officers and 4 trustees present

**IV. Approval of Minutes From Last Meeting:**

Motion to approve: Sandy Hanson

Second: Jennifer Mason

Approved unanimously

## **V. Approval of Financial Report**

Motion to approve: Sandy Hanson

Second: Mary Dreas

Approved unanimously

## **VI. Public Comments**

None

## **VII. Correspondence**

Laserware contacted us about Microsoft office. Our software is unsupported. There could be security risks. They recommended "Techsoup" which is a \$40 one time purchase per computer for high security. Main computer is \$125 for a one time purchase for high security. Approval of \$285 for Techsoup.

Motion to approve: Sandy Hanson

Second: Mary Dreas

Approved unanimously

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## **VIII. Library Director's Report**

Director: In the last month three new adults and four new children have obtained library cards. We had two renewals of cards. The Ashley Library had 110 visitors with eight children and two adults who attended the "Story & Craft" program. The library circulated 270 items and 45 digital items.

May 30th, 2025: Free snow cones for patrons to kick off our Summer Reading Program which runs from June 2nd to July 29th.

June there will be a Puzzle Contest - 4 teams race to see who finishes first.

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## **IX. Committee Reports**

Lawn Committee - Rose bushes got cut back.

Committee Appointments - Len suggested the abolishment of all committees.

Motioned by: Mary Dreas

Second: Sandy Hanson

Approved unanimously

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## **X. Old Business**

None

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## **XI. New Business**

-Swearing in Trustee

Mary Dreas swore in as trustee and treasurer.

-Non-Resident Fee - \$40 for non residents. Current count is four.

Motion to approve: Sandy Hanson

Second: Mary Dreas

Approved unanimously

-Discuss Employee Evaluations

Directors evaluation by board (by Mary Dreas and Sandy Hanson).

Michelle's evaluation by Nicole Mischke (director).

-Open Meeting Act Training for Newly Elected Officials

Instructions handed out by Nicole Mischke.

-Foppe Insurance Bond

Discussion of treasure needing to pay the policy.

**XII. Discussion Items:**

None

**XII. Items for Next Agenda**

- Mary and Sandy to do the Secretary's Audit of Financial Accounts and Minutes prior to the July Meeting.

**XIV. Adjournment**

Motion to adjourn: Mary Dreas

Second: Sandy Hanson

Approved unanimously

**XV. Next Meeting:** June 24, 2025

Respectfully Submitted, Ashlie Newcomb - Clerk

## **Ashley Public Library**

### **Board Meeting Minutes**

Date: June 23, 2025

#### **Board Officers Present**

- President: Len Piasecki – Present
- Vice President: Sandy Hanson – Present
- Secretary: Ashlie Newcomb – Present
- Treasurer: Kathleen Janvier – Absent

#### **Board Members Present**

- Trustee: Mary Dreas – Present
- Amber Kabat – Present
- Jennifer Mason – Present

#### **Library Director / FOIA Officer**

- Nicole Mischke – Present

#### **I. Meeting Called to Order**

The meeting was called to order by President Len Piasecki.

#### **II. Pledge of Allegiance**

The Board recited the Pledge of Allegiance.

#### **III. Roll Call**

Four officers and two trustees were present.

#### **IV. Approval of Minutes from Last Meeting**

- Motion to Approve: Sandy Hanson
- Second: Mary Dreas
- Outcome: Approved unanimously

## **V. Approval of Financial Report**

- Motion to Approve: Sandy Hanson
- Second: Mary Dreas
- Outcome: Approved unanimously

## **VI. Public Comments**

None.

## **VII. Correspondence**

The Ashley Library was awarded a 2025 Technology Grant for \$12,500 by the State of Illinois.

## **VIII. Library Director's Report**

- New Library Cards: 2 new adult patrons, 3 new children
- Renewals: 1 patron renewal
- Puzzler Contest: 7 participants
- Library Visitors: 129 total visitors
- Summer Reading Program: 30 children and 12 adults signed up, marking a notable increase from last year
- Summer Reading Kick-Off Event: Successful event with free snow cones; 60 people attended
- E-Rate: Completed

## **IX. Old Business**

None.

## **X. New Business**

- Swearing-In of Trustee: Mary Dreas was sworn in as Trustee and Treasurer.
- Non-Resident Fee: Set at \$40. There are currently four non-resident patrons.
- Motion to Approve: Sandy Hanson
- Second: Mary Dreas

- Outcome: Approved unanimously
- Employee Evaluations:
  - Director's evaluation to be conducted by Mary Dreas and Sandy Hanson.
  - Nicole Mischke completed Michelle's evaluation and recommended a \$1.00 per hour raise, as Michelle has not received one in several years.
- Motion to Approve: Sandy Hanson
- Second: Amber Kabat
- Vote: 5 Yes / 1 No – Motion passed; raise granted.
- Open Meetings Act Training: Instructions for newly elected officials were distributed by Nicole Mischke.
- Foppe Insurance Bond: Discussion held regarding the Treasurer's responsibility for payment of the policy.
- Library History: Submitted by Chris Newcomb.
- Sexual Assault Training: Scheduled for next month.
- Puzzle Budget: A \$50 budget for a future puzzle contest was discussed.
- Motion to Approve: Sandy Hanson
- Second: Mary Dreas

## **XI. Discussion Items**

- The Board received quotes for the Treasurer's Bond:
  - Option 1: \$15,000 bond, 1-year term – \$100
  - Option 2: \$15,000 bond, 3-year term – \$159
- Motion to Approve Option 2 (3-year term): Sandy Hanson
- Second: Mary Dreas
- Outcome: Approved unanimously

## **XII. Items for Next Agenda**

Mary and Sandy will conduct the Secretary's Audit of Financial Accounts and Minutes prior to the July meeting.

### **XIII. Adjournment**

- Motion to Adjourn: Mary Dreas
- Second: Sandy Hanson
- Outcome: Approved unanimously

### **XIV. Next Meeting**

Date: July 29, 2025

Respectfully Submitted,

Ashlie Newcomb, Clerk

**Ashley Public Library**  
**Board Meeting Minutes**  
**Date:** July 29, 2025

**Board Officers Present:**

- **President:** Len Piasecki – Present
- **Vice President:** Sandy Hanson – Present
- **Secretary:** Ashlie Newcomb – Present
- **Treasurer:** Mary Dreas – Absent

**Board Members Present:**

- **Trustee:** Kathleen Janvier – Present
- **Trustee:** Amber Kabat – Present
- **Trustee:** Jennifer Mason – Present

**Library Director / FOIA Officer:**

- **Nicole Mischke** – Present
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**I. Call to Order**

The meeting was called to order by President Len Piasecki.

**II. Pledge of Allegiance**

The Board recited the Pledge of Allegiance.

**III. Roll Call**

Four officers and two trustees were present.

**IV. Approval of Minutes from Last Meeting**

- **Motion to Approve:** Sandy Hanson
- **Seconded by:** Kathleen Janvier
- **Outcome:** Approved unanimously

## V. Approval of Financial Report

- **Motion to Approve:** Kathleen Janvier
- **Seconded by:** Sandy Hanson
- **Outcome:** Approved unanimously

## VI. Public Comments

None.

## VII. Correspondence

None.

## VIII. Library Director's Report

- **Visitors and Membership:** 99 total visitors; 4 new patron cards issued
- **Circulation:** 274 total checkouts and renewals
- **Programs:**
  - *University of Illinois Presentation:* Attended by 12 children and 10 adults
- **Upcoming Programs:**
  - *All About Owls* – August 11
  - *Story with Nancy Meyers* – September 22
  - *Stranger Danger with the Sheriff* – October 4
- **Motion:** Kathleen Janvier moved to reimburse gas expenses to Nicole Mischke for attending the Directors University Conference next week.
- **Seconded by:** Sandy Hanson
- **Outcome:** Approved unanimously

## IX. Old Business

None.

## X. New Business

- **Tentative Budget**
  - Drafted by attorney Aaron Epplin
  - **Motion to Approve:** Kathleen Janvier

- **Seconded by:** Sandy Hanson
- **Outcome:** Approved unanimously
- **Bill Strong's 2nd Annual Children's Christmas Party**
  - Nicole requested an increased budget to allow for more crafts and presents. Last year's budget was \$100 (\$75 for gifts and \$25 for crafts).
  - **Motion to Approve \$150 Budget:** Sandy Hanson
  - **Seconded by:** Jennifer Mason
  - **Outcome:** Approved unanimously
- **Veterans Day Program**
  - Tentatively scheduled for Monday, November 10 at 6:30 p.m.
  - Refreshments to include a meat and cheese tray and desserts
  - President Piasecki contacted Sheriff Jeff Bullard (Jefferson County) for speaker recommendations and will follow up.

## **XI. Discussion Items**

A community member entered the library in distress and informed Nicole that her husband had attempted to strangle her. Nicole contacted the sheriff's department, and a deputy responded. The deputy spoke with the individual in a private area of the library and safely escorted her to another location.

## **XII. Items for Next Agenda**

- Annual Budget and Appropriation Ordinance (to be provided by Attorney Aaron Epplin)
- Tentative Tax Levy Ordinance (to be provided by the county courthouse)
- Annual Financial Report (to be provided by Attorney Aaron Epplin)

## **XIII. Adjournment**

- **Motion to Adjourn:** Sandy Hanson
- **Seconded by:** Kathleen Janvier
- **Outcome:** Approved unanimously

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**Next Meeting Date:**

**September 30, 2025**

**Respectfully Submitted,**  
Ashlie Newcomb, Clerk

## **Ashley Public Library**

### **Board Meeting Minutes**

**Date: September 30, 2025**

#### **Board Officers Present:**

- President: Len Piasecki – Present
- Vice President: Sandy Hansen – Present
- Secretary: Ashlie Newcomb – Present
- Treasurer: Mary Dreas – Absent

#### **Board Members Present:**

- Trustee: Kathleen Janvier – Present
- Trustee: Amber Kabat – Absent
- Trustee: Jennifer Mason – Present

#### **Library Director / FOIA Officer:**

- Nicole Mischke – Present

#### **I. Call to Order**

#### **II. Pledge of Allegiance**

#### **III. Roll Call**

Four officers and two trustees were present.

#### **IV. Approval of Minutes from Last Meeting**

- Motion to Approve: Sandy Hansen
- Seconded by: Mary Dreas
- Outcome: Approved unanimously

#### **V. Approval of Financial Report**

- Motion to Approve: Sandy Hansen
- Seconded by: Kathleen Janvier
- Outcome: Approved unanimously

#### **VI. Public Comments**

#### **VII. Correspondence**

- Notice from Laser Ware: Price increase of approximately \$15.00 (discussion continued to next meeting).

#### **VIII. Library Director's Report**

#### **IX. Old Business**

- Veterans Day Program scheduled for November 10, 2025. Guest speaker: John Walker.

#### **X. New Business**

##### **1. Biblio+ Subscription**

- Proposal: Use Technology Grant funds for \$1,195 annual subscription, available to Ashley Library cardholders.
- Marketing: To be promoted within the Ashley Library District.
- Motion: Kathleen Janvier
- Seconded by: Sandy Hansen
- Outcome: Approved unanimously

## 2. Technology Grant Purchases

- CD cleaner purchased for \$50.
- Larger keyboard and headphones to be purchased in the future.

## 3. Fall Decorations

- Proposal: Allocate \$40 budget for pumpkins, mums, and corn stalks.
- Motion: Kathleen Janvier
- Seconded by: Sandy Hansen
- Outcome: Approved unanimously

## 4. Fall Program Budget

- *Meet the Sheriff*: October 11, 2025, at 10:00 a.m. (refreshments: cupcakes).
- *Veterans Day*: November 10, 2025, at 7:00 p.m. (refreshments: meat and cheese tray).
- *Preschool Field Trip*: Date to be announced.
- *Pumpkin/Gourd Project*: Planning in progress.

## XI. Discussion Items

- Veterans Day invitations to be shared via Facebook, Ashley Grade School newsletter, and possibly the *Sentinel*.

## XII. Items for Next Agenda

- Tentative Tax Levy Ordinance
- Annual Financial Report (staff to dedicate 3–4 hours to preparation).
  - Motion: Sandy Hansen
  - Seconded by: Kathleen Janvier
  - Outcome: Approved unanimously

## XIII. Adjournment

- Motion to Adjourn: Kathleen Janvier
- Seconded by: Sandy Hansen
- Outcome: Approved unanimously

**Next Meeting Date: November 25, 2025**

**Respectfully submitted,  
Ashlie Newcomb, Clerk**

**Ashley Public Library  
Board of Trustees Meeting Minutes  
Date: November 25, 2025**

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**Board Officers Present**

- President: Len Piasecki – Present
- Vice President: Sandy Hansen – Present
- Secretary: Ashlie Newcomb – Present
- Treasurer: Mary Dreas – Present

**Board Members Present**

- Trustee: Kathleen Janvier – Present
- Trustee: Amber Kabat – Present
- Trustee: Jennifer Mason – Absent

**Library Director / FOIA Officer**

- Nicole Mischke – Present
- 

**I. Call to Order**

The meeting was called to order by President Len Piasecki.

**II. Pledge of Allegiance**

The Board recited the Pledge of Allegiance.

**III. Roll Call**

Four officers and two trustees were present. A quorum was established.

**IV. Approval of Minutes from Previous Meeting**

- Motion: Sandy Hansen
- Second: Amber Kabat
- Outcome: Approved unanimously

**V. Approval of Financial Report**

- Motion: Sandy Hansen

- Second: Mary Dreas
- Outcome: Approved unanimously

## VI. Public Comments

None.

## VII. Correspondence

Illinois Department of Employment letter received.

## VIII. Library Director's Report

- Library Crawl brought in 37 participants; 3 completed the crawl
- Sheriff's Program had 13 children in attendance
- Veterans Day Program had 11 attendees
- Pre-K Program updates provided
- Christmas at the Library planning discussed
- Biblio Launch App update provided

## IX. Old Business

None.

## X. New Business

### Final Tax Levy

- Motion: Kathleen Janvier
- Second: Sandy Hansen
- Outcome: Approved unanimously

### Annual Financial Report and Treasurer's Report

- Motion: Kathleen Janvier
- Second: Sandy Hansen
- Outcome: Approved unanimously

### Laserware Services / Software Increase Employee Bonuses Approved as Follows:

- Director: \$100
- Assistant: \$50
- Substitutes: \$25
- Volunteer: \$25
- Custodial: \$25
- Motion: Sandy Hansen

- Second: Mary Dreas
- Outcome: Approved unanimously

#### XI. Discussion Items

Christmas decorations, lights, and purchase of a new American flag were discussed.

- Motion: Kathleen Janvier
- Second: Mary Dreas
- Outcome: Approved unanimously

#### Retroactive Pay Increase

Retroactive pay of 2 hours approved for Nicole and Alexis.

- Motion: Mary Dreas
- Second: Sandy Hansen
- Outcome: Approved unanimously

#### XII. Items for Next Agenda

None.

#### XIII. Adjournment

- Motion to Adjourn: Sandy Hansen
- Second: Kathleen Janvier
- Outcome: Approved unanimously

Next Meeting Date: January 27, 2026

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Respectfully submitted,  
Ashlie Newcomb, Clerk