Kirkland Public Library
Board of Trustees
April 20, 2026

Board present: Jean Bauer, Clare Hay, Sally Jones, Marian Termini, Colleen Olson, Lori Finkle
Board absent: Becky Lamont
Others present: Rosi Reints, Tina Weaver
Call to order: The meeting was called to order at 6:01 p.m. by Jean Bauer.

Approval of minutes: The minutes from the March meeting were reviewed by all. New business text had many spaces in between words due to misalignment, though still readable. Colleen made a motion to approve the minutes as written and Sally seconded.

Finance Report: Tina gave a review of the reports from February and March, noting balance at end of March at $92,939.83. We are 92 percent through fiscal year. There was a question about why the Air Cell bill is higher than we expected and do we really need two phone lines. She reported that the 12 percent of our budget that is required to be spent on books can also include book covers, bar codes, and other book supplies. The planned "little libraries" would not be included in this part of budget. The budget of 12 percent for books is no longer mandated by the state. For the Per Capita grant, the recommended benchmark is 8 to 12 percent. Rosi commented about other grants having stipulations about what percentage is spent on books to qualify for said grants. Sally moved to approve the financial report and Colleen seconded.

Director's report: For March, Rosi's first director's report.
*131 patrons visited library *9 kids and 4 adults attended story time *4 new library cares issued *Clare did story time during Easter egg hunt event *145 items circulated through Destiny and 60 through Sierra *a staff meeting is planned for April 21 *Radiator water trays are rusted out *Two CO monitors installed *Reported expired fire extinguishers *Planning to order children's magazines *Would like to update website and add "card catalog" to website on one of the patron computers *Registered for Director's University and waiting to hear if accepted. *Would like to buy a book cart for $500 and a library stool for $75 that rolls to use for upper shelves. It was suggested to check other libraries to see if they have an extra one for sale or free. Rosi believes the payroll budget will improve over the next few months *Interviews for open position are taking place and will pay $15 per hour. Sally made motion to approve director's report and Clare seconded. Mary Holtropp had her last day of work in early April.

Old Business:

a. Plan of sale of library-- from village to Kirkland library. Rosi had not yet heard back from the insurance company. Marian reported there was no reply from or acknowledgment of receiving email sent to Ryan Block asking if the library can leave things as they are if we agree to pay all expenses including insurance. A copy of this written email was also dropped off with the village clerk. Sally and Lori reported that it was barely discussed at the Village board meeting because nobody from the library was in attendance. After we checked, we found it was not on their agenda. Why would we be there if it's not on the agenda? We are frustrated with their lack of communication with us. We had discussion about downspout of neighbor's house flowing right into a break in the concrete that seeps into our library basement wall.

New Business:

a. Building inspection review-- Jean had the inspection done by Brickkicker and received a 26 page report. One main issue was the walkway between the two building where there should be a trough that directs water and there are no gutters on roof of neighbor's house. Water ends up flowing down our walls. We might consider having waterproofing or concrete work done. Marian suggested U. S. Waterproofing. Sally offered to give Jean a guy who knows other contractors in the area. Inspector reported there are "live" electrical wires in basement even though it's capped. Reviewed previous meeting minutes and repeated quotes given for electrical which were between $2,500 and $3,700. Ron Harms was mentioned. Four dehumidifiers are running all the time now. Sally mentioned getting battery backup. There is a generator sitting out back that we questioned.

b. Building expenses-- Nicor gas bills for 2025 averaged $148.50 per month and Comed was $89.00. It is expected to be higher now. Water would be $471.00 for the year. Jean asked Tina about amending the budget to allow for insurance and utilities. We may have to adjust our spending and apply for grants until we can plan for utilities in the next budget. Old water heater was discussed. We don't use much hot water at library.
c. Eline (?) credit card-- we continue to be charged late fees and other people are on it that cannot be removed. More than one person should have authorization. Considering getting a new Visa with only the treasurer, director and president being able to use it. The same for paying insurance. Jean, Sally and Tina are on the checking account. Not many books are still being sent to Linda. Later shipments will come to library.
d. Library cards for kids-- Rosi wants to participate in program for giving free library cards to rural children who also qualify for free and reduced lunch program. Sally motioned to apply for program and Colleen seconded. All were in favor.
e. Individual emails-- It was decided that we are not going to do individual emails for employees for now, but we still would like an email address for the board and the ability to field emails that come through the website. Rosi is going to find out where those emails go since she has never gotten one that was sent through the website email.
f. Program approval-- Linda had asked for two programs at the Historical Society to be paid for by the library. One for $350 for a program coming soon and another for $475.00 for a program in the fall. We were never approached about these programs nor have we voted to approve payment. Colleen made motion to approve $350 to William Hazelgrove program and Clare seconded. We will not approve $475 for other program at this time.
g. Open Meetings act training-- Sally thought it had to be renewed, but Marian learned it's good for life. It's okay to review it. We suggested Colleen should do it. It's free and you can start and stop as needed. Certificates should be kept on file.
h. Director purchases-- We examined the radiator water trays that sit on top. They are rusted out and corroded. We decided not to use them, but to perhaps purchase a humidifier for the upstairs.
i. Authorization on paying Eline and insurance-- discussed previously
j. Payday and check release-- an employee cashed their check before the required date. The bank overlooked as well. We decided that Rosi would pay more attention and make sure it does not happen again rather than change the pay period or date of payment. Some unrelated discussion ensued about which rural residents qualify for a library card and how much they have to pay.

Adjournment: Marian moved to adjourn the meeting and Sally seconded. All were in favor and meeting ended at 7:49 p.m.

Submitted by Marian Termini, Secretary