

Creston Dement Library
201 North Main Streets
Creston, IL 60113I

May 19, 2026

1. Doug Kroupa, Colette Mabry, Alan Polansky, Molly Johnson, Dede Forrest, and Mary Korth. Library Staff member Ashley Newlun was present.
2. **Visitors** – Ashley Benitez (ABK) our bookkeeper. Sara Hassan was present to express interest in joining the library board.
3. **Review and Approve Minutes** – Dede moved to approve the 4/21 minutes, Colette seconded. Unanimous approval. Aye: Collette, Doug, Dede, Mary, Alan, Molly, and Sara.
4. **Review and approve Directors Report** – there was none.
5. **Review Treasurer's Report, Payments, and Payroll**
 - a. **Payroll** - Move to approve payroll 4/16/26-4/30/26 and 5/1/26-5/15/26 Alan, 2nd Dede. Unanimous approval. Aye: Doug, Molly, Alan, Dede, Mary, Colette.
 - b. **Payments**- not available.
 - c. **Treasurer's Report**
 1. Molly met with Doug Nelson from Holcomb Bank. He said, the bond interest must be kept in an account that is specific to bond interest.
 2. Doug N. said we don't want to combine accounts 009 and 010. The interest-bearing account is money marked. He recommended that account 005 is very small, and we might want to combine it into account 009 the Capital Building Construction Fund.
 3. Molly has been unable to pay bills because she doesn't know how to pay them. That is Director Melanie's job. Doug N. said to just pay them. Molly is requesting help from ABK to pay bills. Move to approve the request Alan, 2nd Dede. Unanimous approval. Aye: Alan, Molly, Dede, Doug, Sara, Colette, Mary.
6. **New Business**
 - a. **Board Member Appointment** – Move to appoint Sara Hasan to the board Alan, 2nd Dede. Unanimous approval. Aye: Doug, Molly, Alan, Dede, Mary, Colette. Welcome to Sara!
 - b. **New Building**
 1. **AC Repair** - Chapman is doing the work. He discovered that 1 unit is not fastened down and is facing the wrong way and blowing warm air on the air condenser of another unit. He is going to investigate the cost of changing it. One part may be under warranty. Alan moved that we spend up to \$2,000 to turn the unit, provide piping if needed, and pay for labor, 2nd Mary. Unanimous approval. Doug, Sara, Colette, Mary, Alan, Dede, Sara
 2. **Kids Computer Upgrades** -Jake plans to work on them Saturday. He hopes to have them completed by June 13.
 3. **Planting** – Sara plans to start planting on Thursday. Molly will bring her rotor tiller to use. Ashley's father would like to plant a maple tree with a bench facing the water tower under it in memory of his wife. The board was receptive to this.
 - c. **Financial**
 1. **Payroll Taxes** – ABK reported that there has been a change in W-4 forms. People have to change their information on the forms to meet the new form. People should follow the directions on the forms. She recommended people using a free calculator (i.e. Turbo Tax) to see if your information is correct. ABK cannot give definite information because there are so many variables. She can change the deduction until the day before payroll.
 2. **Review of Financial Services** – ABK explained how she does things as far as accounting. She suggested that bills should be sent to her 1 time per week, then send copies of payments. She also said that she has not been getting payroll. Melanie was sending payroll amounts to be entered in a lump sum because she thought ABK was confused.
 3. **Credit Card** – Doug moved to inform the bank that we will approve a credit card for Ashley Newlun, then suspend the credit card for Melanie Berg. Move to assign Ashley additional responsibility so she can handle the responsibilities of the library including funds transfer, Alan, 2nd Dede. Approved unanimously. Aye: Doug, Alan, Dede, Molly, Colette, Sara, Mary.
 4. **Melanie's pay** – Doug recommended suspending payment to Melanie Berg for her duties until the issue is resolved. Move Dede, 2nd Alan. Unanimous approval. Aye: Doug, Alan, Dede, Colette, Sara, Molly, Mary,
 5. **Start of New Budget Planning**

d. Old Business

1. Summer programming

- a. Ashley asked for help with the summer reading kick off. June 13, 4-7.
- b. Ashley needs tractors for the summer program.
- 2. Employee Hours
 - A. Katie requested more hours
 - B. Katie's cleaning days will change to one day.

e. Policies

- 1. Reviewed updated PTO policy – we will work on it individually and re-assess.
- 2. CDPL Payroll policy – we will consider it.
- 3. CDPL Vacation Policy – we will consider combining it with PTO and re-assess.
- 4. Director duties-Alan moved to assign Ashley additional responsibility so she can handle to responsibilities of the library including funds transfer. 2nd Dede. Unanimous approval. Aye: Dede, Alan, Doug, Sara, Colette, Mary, Molly.

8:50 Move to adjourn to closed session.

Respectfully submitted by Secretary Mary Korth