

May 19, 2020

President G. Dodge called the meeting to order at 7 p.m. Members present were: C. Baldwin, B. Collier, G. Dodge, J. Lockwood, C. Hollenbeck. N. Shear, N. Wheeler. Absent: P. Tovo.

Call to order and roll call. All present except for P. Tovo.

N. Shear moved and B. Collier seconded to approve permitting the meeting to occur by audio video conference calls of the Open Meeting Act. Unanimous.

C. Hollenbeck moved and B. Collier seconded to approve N. Wheeler as Vice President. Unanimous.

N. Wheeler moved and N. Shear seconded to approve B. Collier as Treasurer. Unanimous.

There were no agenda changes.

Approval of the minutes: B. Collier moved, and C. Baldwin seconded to accept the minutes to the February 18, 2020 Public Board Meeting. Unanimous.

G. Dodge moved and N. Shear seconded to accept the minutes to the March 14, 2020 Special Board Meeting. Unanimous.

N. Wheeler moved and C. Baldwin seconded to accept the minutes of the May 5, 2020 Special Board Meeting. Unanimous.

Introduction of visitors and public comments: There were no emails or comments received from the public.

Approval of the Financial Report:

N. Shear moved and B. Collier seconded to approve the February 2020 financial report as presented. Unanimous.

C. Hollenbeck moved and C. Baldwin seconded to approve the March 2020 financial report as presented. Unanimous.

N. Wheeler moved and G. Dodge seconded to approve the April 2020 financial report as presented. Unanimous.

Director's Report: Director Lockwood presented a combined report for March, April, and May. Highlights were that the library closed at 6 pm on March 16th with non-essential staff sent home with regular pay. On Friday, March 20th, Shelter in Place went into effect.

During the Shelter in Place order, staff completed the state requirement of a 2-hour Sexual Harassment training. The circulation supervisor developed a Google Classroom for the circulation staff for training purposes. Director Lockwood has held weekly meetings with staff and supervisors for informational purposes.

There has been a focus on increasing utilization of social media to maintain contact with the community. An Instagram account has been created and program videos are being created for posting on the library website. New skills have been learned and response from the public has been positive.

The Illinois Library Association (ILA) offered remote learning to all ILA members.

The Statement of Economic Interest for 2019 was completed and submitted.

Finance: MM Midland Bank (3/1/20-3/31/20) \$1.62 (4/1/20-4/30/20) \$1.42

E-commerce for March - \$91.95 April - \$34.40

Per Capita – No information available

E-Commerce checks were delivered by mail.

Tiff checks were mailed May 5th.

Building: Beginning March 16th, Director Lockwood began checking on the building 3-4 times a week. She picks up mail, empties the book drop and maintains contact with the cleaning company. The cleaning company has washed walls, doors, floorboards, dusted shelves, and organized the janitorial closet.

PPE Supplies: Director Lockwood has been acquiring cleaning supplies, social distancing signs, gloves, hand sanitizer, and masks for staff.

Technology: True Tech updated the children's laptop for remote access allowing J. Regan to access it from home. Three staff borrowed laptops and hotspots for home use to participate in zoom meetings, training, and to work from home.

Friends of the Library: FOL is not meeting currently.

Library Projects/Activities: Library and Personnel Budget, Staff Evaluations (February and March) are completed but will wait until staff is back in the building, process to reopen the building and curbside services, Updated Disaster Plan, review of library policies.

Monthly Statistical Report for March: Circulation (7514), New Cards (15), Computer Usage (287), People Counter (2290), Web Usage (1540).

Monthly Statistical Report for April: Circulation (0), New Cards (0), Computer Usage (0), People Counter (0), Web Usage (680).

Youth Services Department Update: Youth Services is focusing on the "Virtual" world including, learning more about Facebook, weighing Summer Reading Options, producing Storytime videos, and watching webinars. Weekly staff, Programming, and Supervisor meetings are being held and daily Facebook postings are made. The summer reading program will be on Reading Zone.

Adult Programming Update: Plans are being made for virtual programming for Summer Reading.

Unfinished Business:

- B. Collier moved and N. Wheeler seconded to approve the COVID-19 Procedure/Policy as presented. Unanimous.
- N. Wheeler moved and B. Collier seconded to accept the Employee FMLA as presented. Unanimous.
- C. Baldwin moved and C. Hollenbeck seconded to approve the Hotspot Lending Policy/Patron agreement as amended. Unanimous.

New Business:

- Air Condition Unit- This discussion has been tabled until next month while waiting for quotes from contractors.
- The Budget Personnel Committee Report was presented to the Board for discussion. The report was generated at an earlier meeting with J. Lockwood, C. Hollenbeck, G. Dodge, and N. Wheeler in attendance. The report will be brought back next month to the board.
- N. Shear moved and N. Wheeler seconded to approve changes to the Disaster Plan as presented. Unanimous.
- B. Collier moved and C. Baldwin seconded to approve the expenditure of \$3970 for the purchase of 4 laptops, a camcorder and a ring light monitor with stand from True Tech. Unanimous.
- B. Collier moved and C. Hollenbeck seconded to upgrade Tech Soup on all computers at a cost of \$1365. Unanimous.
- C. Hollenbeck moved and N. Shear seconded to approve the purchase of 5 Hot Spots at a cost not to exceed \$900. Unanimous.

Correspondence: The library received correspondence from Cornerstone Engineering INC. concerning an upcoming public hearing.

Anticipate Items: Air Conditioner Unit, Personnel Budget.

N. Wheeler moved and C. Baldwin seconded to close the meeting at 8:14 p.m. Unanimous.

Respectfully Submitted,

Nancy Shear

Secretary

