

March 16, 2021

**Library Projects/Activities:** Per Capita submitted February 26th, Illinois Library Certification submitted, Trustee Training/Onboarding Packets, Succession Plan Policy.

**Friends of the Library:** FOL met via Zoom on March 2, 2021. Plans were finalized for the Shoe Drive and Cake Balls and Cookie Shots. The link for the ECO-Clean can be found on the Friends Facebook page. A Mother's Day photo shoot is in the planning stages for May. Friends came to the library on March 3<sup>rd</sup> to bag shoes. Total pairs of shoes bag were 425. The goal is to collect 2075 more.

FOL donated money to purchase Home Schooling books on the wish list requested by parents.

**Monthly Statistical Report for February:** Circulation (7515), New Cards (13), Computer Usage (218), People Counter (1753), Web Usage (3331), HotSpot Usage (3), OverDrive Checkouts Audio (204), OverDrive checkouts e-books (359), Axis 360 Audio (15), Axis 360 e-books (31).

**Youth Services Department Update:** J. Regan visited URU Preschool on March 1<sup>st</sup>. KALA met on March 4<sup>th</sup> via Zoom. Book bundles were created for the Homeschool section. In addition to books, the bundles contain DVDs. Storytime videos continue. It is hoped that, with improvement in weather, Storytime can again be held at Legacy Park. There was also an increase in the number of patrons coming to the library for the craft kits.

There are eight teens participating in TAG. Candy Sushi kits were made for the teens to try at home. During the Zoom meeting, teens shared their Candy Sushi creations and taught each other how to use chopsticks. A discussion was held on using the library website, such as putting a book on hold, paying fines, and renewing books. Plans for March are for the teens to try a drawing video from Creative Bug. Teens will also learn how to submit a book review via the website.

The March adult Take & Make will be an Easter Egg Wreath. Coloring pages and crossword puzzles are available for patrons to take.

Winter Reading Challenge ended February 26<sup>th</sup>. Total time read by the group was 25,427 minutes. Gift card winners were Claire McNamara (Preschool), Zachary Prokop (Young Readers), Mercedes Devries (Teen), and Kimberly Barnes (Adult). The Summer Reading Program is in the planning stages. The theme is "Reading Colors Your World."

Upcoming Webinars: Add Color to Your 2021 Summer Reading Program (RAILS), Fair Use Gone Viral (ALA)

#### **Unfinished Business:**

- A. Covid Family Medical Leave Policy – N. Wheeler moved, and G. Dodge seconded to extend the Covid Family Medical Leave Policy to April 30<sup>th</sup>. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- B. Employee Handbook Review Project by HR Source – Director Lockwood informed the Board that HR Source will submit a bill to the library in July for their work reviewing the library handbook for legal compliance.
- C. Roof/Ceiling Leak Update – Director Lockwood reported that the library is waiting for feedback from the insurance company.
- D. Statement of Economic Interest – Director Lockwood reminded Board members of the necessity of completing the Statement of Economic Interest.
- E. Sophos – B. Collier moved and G. Dodge second to approve the Sophos Annual Renewal for a total of \$1999.00. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

**New Business:**

- A. The Personnel Committee Meeting date was set for April 14<sup>th</sup> at 10 a.m. Those serving on the committee in addition to Director Lockwood will be N. Shear, B. Collier, and G. Dodge.
- B. After discussion, it was determined that no changes were necessary for the following policies: Prohibited Gifts Policy, Artwork Display Policy, Investment of Public Funds Policy
- F. B. Collier moved, and G. Dodge seconded to approve the Sophus Renewal from True Tech at a cost of \$1999.00. Roll call: G. Dodge, yes, N. Shear, yes, B. Collier. Yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.
- C. Director Lockwood is still working on the Succession Plan Policy. A draft was submitted to the Board for their input. It will be brought back to the Board.
- D. Scenic Lawn Service has raised their rates. After a discussion, it was decided that Director Lockwood would seek out other companies for additional pricing before deciding on renewal. Director Lockwood complimented Scenic on the fine job they have done for the library.

**Anticipated Items:** Lawn maintenance/Snow removal quotes, Succession Plan Policy, Statement of Economic Interest.

**Correspondence:** The library received a certificate for participating in the United States Census 2020.

C. Hollenbeck moved and G. Dodge seconded to close the meeting. Roll call: G. Dodge, yes, C. Hollenbeck, yes, N. Shear, yes, B. Collier, yes, C. Baldwin, yes, P. Tovo, yes, N. Wheeler, yes.

President G. Dodge adjourned the meeting at 7:45 pm.

Respectfully Submitted,

Nancy Shear

Secretary