

Meeting Postponed Until Monday, January 11, 2021

JANUARY 2021 AGENDA

1. Call to Order – **Monday, January 4, 2021**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of December 7th meeting.
4. Financial Report for December.
5. Local Cure Reimbursement – 11-23-20 Director Smith submitted the second receipts from July – November and on 12-15-20 received the 2<sup>nd</sup> payment for \$814.46. The final submission will be in January for December receipts.
6. CD \$53,313.76 was cashed out from Casey State Bank. Will need to move this money into another CD. The interest rate and annual percentage yield for area banks: Denny will call area banks for rates.
7. CD – Do you want to open another CD for \$50,000? The interest rate and annual percentage yield for area banks.
8. Circulation for December.
9. Employees – Minimum wage increase  
Employees - \$15 minimum wage from the current \$8.25. The wage will rise for those 18 of age and older on:
  - January 1, 2020 to \$9.25
  - July 1, 2020 to \$10
  - January 1, 2021 to \$11
  - January 1, 2022 to \$12
  - January 1, 2023 to \$13
  - January 1, 2024 to \$14
  - January 1, 2025 to \$15Beginning on January 1, 2020, employees under 18 years of age who have not worked more than 650 hours during a calendar year will be paid:
  - \$8 per hour from January 1, 2020 through December 31, 2020
  - \$8.50 per hour from January 1, 2021 through December 31, 2021
  - \$9.25 per hour from January 1, 2022 through December 31, 2022
  - \$10.25 per hour from January 1, 2023 through December 31, 2023
  - \$12 per hour from January 1, 2024 through December 31, 2024
  - \$13 per hour on and after January 1, 2025.

10. Per Capita Grant Application – Director Smith submitted the FY2020 Per Capita Grant Application and the FY2019 Expenditure Report due March 15, 2021. Board to review all of the Chapters in Serving Our Public 4.0 Standards for Illinois Public Libraries. Will review Chapters: 6, 7, 8, and 9 and review the checklists after each chapter.
11. Stats from Grab and Go Breakfast with Santa held: Dec. 12, 2020  
We had 164 reservations for families. Of those reservations: 69 children and 60 adults attended. (Several had to cancel due to COVID-19 exposure and the need to quarantine). Reservations for 156 donuts and 151 drinks. We gave a gift card to Santa and Brian Clark for the use of his truck. Director Smith took pictures, Baker and Tee handed out the breakfast, Hilligoss and Johnson worked the circulation counter. We received a lot of gratitude for continuing to hold events in a safe manner.
12. Library Days and Dates to Remember 2021.
13. Illinois State Library Annual Library Certification Process 2021 -  
Beginning in February 15 – May 15, 2021, every library agency must certify annually in order to be a system member. Membership in a library system is acknowledged by Administrative Rule as either developmental or full, and is required in order to qualify for system services and programs/services from the Illinois State Library. This change, based on statute, is found in the following language: Illinois libraries “shall complete, on an annual basis, the certification process required for library system membership in order to apply for a grant” (Illinois Administrative Code, 23 Ill. Adm. Code 3030.200).
14. Johnson Controls Fire Protection (Tyco Simplex Grinnell) – Annual billing for the Fire Alarm Contract which provides testing and inspection of this system. All parts and service calls are billable. - \$617.78.
15. MTC Communications and Frontier, ERATE
  - Internet. 12-2-20 – MTC ran cable to the outside of the building and on 12-7-20 - MTC installed the cable inside of the building.
16. 12-8-20 & 12-9-20 - Cassidy and Tee painted the restrooms.
17. Flooring in the entryway and both restrooms to be installed.
18. J & S Electronics – phone system. Sales rep will get an estimate. MTC Communications could give me a bid also.
19. Storytime – Director Smith and Baker ordered video equipment for online recordings.
20. Gingerbread House drawing 12-21-20 and prizes will be given to the winners. Spent \$114.96 for prizes.
21. Fancy Nancy ideas – packets to pickup before the virtual tea party. Items to do together. Prepackage cookies and a drink. Hold a photo booth the week before to assign a time. Record our girls to participate again.

22. Summer Reading – READ squared expires 4-30-21. Will need to renew. Ordered supplies with the knowledge that this summer will be ran like 2020. We did not order the IREAD t-shirts, Tee will design the summer shirts and we will order from Goff T-shirts.

23. Building Repair and Maintenance:

Long Term Goals

Replace 4 furnace units

Dedicated Study Room

Flooring in main library

Repair the East roof and remove mold inside.

Short Term Goals

Paint the workroom

6 areas that need repair

Other –

- 12-8-20 Director Smith attended webinar for the RAILS Member Update. Deidre Brennan, RAILS Executive Director reported on the RAILS budget with no news, staff working from home continues, RAILS received an E-book grant. Attending with a report from Greg McCormick Illinois State Library. Greg spoke about the per capita grant application, cards for kid’s legislation and Administrative Rules, 2021 certification process.
- 12-15-20 – Hilligoss, Johnson and Vancil listened to the recorded webinar from RAILS Sexual Harassment Prevention in the Workplace as part of the Workplace Transparency Act, all Illinois employers are now required to provide annual training for employees on how to recognize and prevent sexual harassment. On 4-2-2020 Smith, Allaman, Baker, Cassidy and Tee listened to the webinar.
- 12-16-20 – Director Smith listened to the recorded webinar 10 Tips for Complying with the FOIA.
- 12-16-20 – Director Smith listened to the recorded webinar Complying with the Open Meetings Act.
- 12-16-20 and 12-17-20 – Director Smith listened to the recorded webinar Winning Library Grants.
- Baker has 22 STEM backpack kits available for checkout. Tee made a flyer to send to the elementary school telling about the FREE online resources available through your local library that includes tumblebooks, apps in RSACat for Libby, Overdrive. She also told about the STEM backpacks with the list of kits.
- Baker is working on Take-Make-It crafts one a month January – May.
- Director Smith has gathered information on purchasing Playaway audiobooks. They use a triple AAA battery and can be used with plug in headphones or an auxiliary plug into your vehicle.

Next meeting is February 1, 2021  
at 5:00 p.m.