

## OCTOBER AGENDA

1. Call to Order – **Monday, October 12, 2020**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of September 14<sup>th</sup> Special Meeting for the Tax Levy Ordinance 20-4.
4. Minutes of the September 14<sup>th</sup> Regular Meeting.
5. Minutes of the September 23<sup>rd</sup> Special Meeting.
6. Financial Report for September.
7. Circulation for September.
8. CD- Cashed in CD#1 from Casey State Bank and opened an 18 month CD with this money at the Bank of Stronghurst with a 1.1% interest rate. The Bank of Stronghurst required a signature holder for this CD. Russell, Eisenmayer and Roessler completed the paperwork to have all three as a signature holder. The CD only requires one of the three to sign at the time of surrender. The Bank of Stronghurst requires a copy of the board minutes stating the opening of the CD and signatures.
9. CD – Raritan State Bank CD new maturity date will be 10/06/20. It will automatically renew at the maturity date and we can call after 10-6-20 for the new interest rate and annual percentage yield. Vote to renew.
10. Raritan State Bank –
  - On 9-25-20 Director Smith opened the checking account and money market to begin the move from Casey State Bank to Raritan State Bank. Russell, Roessler, and Eisenmayer will need to complete the paperwork to have all three as a signature holder.
  - The two CD's at Raritan State Bank have been updated with the three board members as signature holder. The CD only requires one of the three to sign at the time of surrender.
11. Property Tax – 9-24-20 received the 3<sup>rd</sup> installment \$72,322.55
12. Utilities – On 9-29-20 the Director set up online accounts in order to change banking account and routing numbers.
  - Ameren
  - Nicor Gas
  - Frontier

- US Cellular
- First Choice Technology/Country Connect
- Personal Property Replacement Tax – Illinois State Comptroller office emailed the forms for Authorization for Direct Deposit of Payments, Director completed, included on library letterhead to remove Art Kane and replace with Judy Roessler, made a copy of a void check with Raritan State Bank, Roessler signed completed forms and mailed.
- Illinois State Comptroller office emailed the form to complete for Authorization for Direct Deposit of Payments for the Per Capita Grant. Director Smith completed the forms and Roessler signed, included a copy of a void check with Raritan State Bank and mailed.

### 13. Internet Safety Policy

### 14. ERATE

- Steve Futrell filed form 470 on 9-30-20.
- MTC Communications

### 15. Staff

- Director will hold individual meetings with each staff member the month of October to go over job duties, job performance and talked about ideas, concerns.

16. ARSL (Association of Rural & Small Libraries) Conference “*SOAR with libraries Sharing our amazing resources*” – held virtually Monday Sept. 28 – Friday October 2, 2020. Reports from Director Smith, Allaman, Baker and Tee.

17. ILA (Illinois Library Association) Conference to be held virtually – October 20 - 22, 2020 *Many Libraries, One State – We Are ILA*. Library Director Smith is registered to attend.

18. Pekin Insurance Company – Workers Comp Audit – Director Smith completed and emailed on 9-14-20.

19. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2020, and will be due on January 15, 2021.

#### **FY2021 Requirements**

**Annual Report** - The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].
- Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library’s receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

**Standards Chapter Review** — Library staff will review in its entirety Standards for Illinois Public Libraries: Serving Our Public 4.0. Library Board of Trustees will review all chapters pertaining to them.

**October Board Meeting** – Review Chapters 1 – 3.

**Trustees** — Will review \_\_\_\_\_

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

**Education** — Staff and trustees will complete \_\_\_\_\_

**Outreach** — Library staff and trustees will \_\_\_\_\_

20. Gunther Construction Co. – Tentatively looking at next week or the following to complete the parking lot project. Will need warmer overnight drying temps.

21. Building Maintenance and Goals –

- Flooring – Vinyl entryway and both restrooms.
- Floor Coverings Direct Estimate - \$1977.32. Director chose Fossil.
- Ron White Estimate to install flooring -

22. Other –

- 9-2-20 – Director Smith submitted the *Back to Books Grant Offering* online to the Illinois State Library.
- 9-3-20 – Southeast Iowa Garage installed the seal around the garage door and a seal along the bottom of the garage door.
- 9-9-20 – CCS Computers Bob Lionberger delivered a refurbished desktop CPU with a faster speed for Allaman.
- 9-16-20 – Director Smith submitted Local CURE Reimbursement receipts March – June. \$1392.42.
- Sidewalk Book Sale was held Friday Sept. 25<sup>th</sup> 8am – 6pm and Saturday Sept. 26 8am – 4 pm. Very well attended. LaHarpe PL assistant director came at closing on Saturday and we donated several boxes of books to them.
- Nov. 3, 2020 the library meeting room will be a polling place for the General Election.

Next meeting is November 2, 2020 at 5:00 p.m.