

MAY 2021 AGENDA

1. Call to Order – **Monday, May 3, 2021**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of the April 5, 2021 meeting.
4. Financial Report for April.
5. Move Budgeted Line Items for Payroll from IMRF Line Item in the amount of \$2500 to:
Moving \$500 into Employer Medicare, \$1500 into Employer SS, and \$500 into Gross Payroll
6. Circulation for April.
7. IMRF – Preliminary Notice of IMRF Contribution Rate for Calendar Year 2022 – 13.77%.
8. Preliminary Working Budget FY2021-22.
9. Per Capita Grant – 4-27-21 – Illinois State Library Director, Greg McCormick.
10. Board Mileage – checks. Mileage .575 cents per mile.
11. Library Director Evaluation
12. Staff -
 - Review staff salaries 2021-2022.
 - The new minimum wage goes into effect January 1, 2022 for those 18 years and older to \$12 per hour and those 18 yrs.old and under \$9.25 per hour from Jan. 1, 2022 through December 31, 2022.
13. Policies
 - Review the Meeting Room Rental Agreement - review with changes.
 - Fine Free – change our library to fine free
 - Library Card Requirements
 - Library Materials - review with changes
 - Computer
 - Wireless Internet
 - Internet
14. ERATE funding -
 - ERate - Received the Funding commitment Decision Letter, total committed \$1671.52. Contacted MTC our new service provider that we would like bills to be discounted. Steve Futrell, ERate Funding Solutions filed the E-Rate FY21 (07/01/21 – 06/30/22) FCC Form 470 #210014838, Application for Funding for Category 1#2- Internet Service.

- Form 486 (Children’s Internet Protection Act requirements) has been filed.
 - Contacted MTC that we will want the bills discounted.
15. Kenny Tharp Masonry – 4-5-21 and 4-9-21 removed the wall in front of the air conditioner units and installed new wall. On 4-14-21 they final work on the wall, fixed the cement areas in front of the front door, the garage door and the two columns.
16. Brockway Company, Inc.
- 4-27-21 Installed 5 Ton Goodman Air Conditioner Condensing Unit. This unit had been damaged in the car accident.
17. Brockway Mechanical & Roofing Co.
- On 4-9-21 he inspected the east roof taking pictures inside and outside. He will show Randy Vork. He thinks its condensation
 - Per Brockway Mechanical & Roofing Co. - Inspection of metal roofing was requested due to mold accumulation at ceiling. No roof problems were found.
18. Simpson Cleaning
- Clean Mold of east side of the ceiling and paint with kilz.
19. RAILS Lawyer – Philip Lenzini, Peoria, IL.
- Do you want Phil to prepare the Henderson County PLD’s Budget and Appropriations Ordinance and the Levy Ordinance again this year?
20. OCI –
- The Director called Dessa to see if she is still sending the newspapers to the State. I called the office and spoke with Shirley Linder and she told me that they do continue to send a copy of the newspaper each week to the Abraham Lincoln Presidential Library. The Quill has not ever bought the newspapers on microfilm. The Quill just keeps one physical copy each week. I asked her about legalities and permission for the library to upload the issues if we do have them digitized. Dessa will get back to me.
 - 4-16-21 – Henderson County Genealogy & Family History Society gave the library a donation of \$300 towards the digitizing yearbooks project of the before 1950 copies.
 - David Baxter sent me a copy of the Digital Millennium Copyright Act of 1998 showing there are no copyright issues relative to our digitization of our newspapers.
 - 4-21-21 - David Baxter asked if I would consider sending 3 rolls of microfilm reels (Oquawka Spectator Jan. 5, 1860 thru Dec. 31, 1863; Oquawka Current June 30, 1982 thru April 29, 1987; Henderson County Quill Jan. 2, 2013 thru Dec. 25, 2013) reels and they will make a demo for us for free. Fed-Ex picked up the three reels. OCI pays for shipping both ways.
21. Website
- 4-6-21 – signed the website design contract
 - 4-14-21 – Kickoff google meeting with project manager, Director Smith, Allaman and Baker

- Director Smith, Allaman, Baker continue to work on the navigation and content.
22. Copy Machine annual renewal maintenance contract – Office Specialist the annual maintenance agreement contractor for the SHARP MX-2616N copier, will expire on May 30, 2021. The new rate for the MX-2616N copier has been established at ____ per black & white copy and ____ per color copy, which includes all labor, parts (including drums) and supplies (toner and developer), excluding paper and staples. They contact us the last week of each month to obtain the current meter reading. We are invoiced for our actual monthly copies, less any applicable service copies.
23. Rural Development Grant – 4 furnaces. Two quotes are needed. Brockway and Millard & Co
24. Community Service – worker started 4-14-21 helping weed the flower beds.
25. Summer Reading begins May 25, 2021 through July 17, 2021. The theme for this year is “Reading Colors Your World”
- READSquared app
 - Outdoor Storytime all summer
 - Crafts & STEM projects – Loreena is putting together craft bags that can be taken home.
 - 3 in house craft days with scheduled times
26. Fancy Nancy –
- 4-10-21 – The 12th Annual Fancy Nancy Tea Party was held Virtually online. Loreena Baker recorded and edited and then added the videos to facebook in the Fancy Nancy tea party group. Director Smith hosting a tea party with the staff and etiquette, 6 table hostesses, Miss Blackhawk Valley Sophie sang “I’m a Little Princess”, the Henderson County Fair Queens Islia Rodeffer spoke about the process of becoming a princess, O’Brien’s dance. Director Smith went online to Harper Collins Publishers to fill out a permission form to read the Jane O’Connor books. The library was granted permission with the stipulations.
27. Other –
- 4-2-21 – Johnson Plumbing – fixed one toilet that was leaking.
 - 4-5-21 – 4-10-21 – National Library Week. Tee took pictures of each employee and added to the library facebook page. Wednesday was National Outreach Day and we highlighted the Bookmobile with pictures of Cassiday and the Bookmobile.
 - 4-6-21 – Office Specialist tech did the preventative maintenance on the copy machine.
 - 4-6-21 – Delores Mesecher gave us \$50 donation for crafts
 - 4-6-21 – Director ordered children’s furniture from Demco. The furniture will be delivered 6 to 7 weeks.
 - 4-7-21 – Director Smith completed the survey for the Local Cure Reimbursement. A question if there were funds spent but not reimbursed and we did in the amount of \$478.30 during March 2020 – December 2020.
 - 4-13-21 – Baker established a You Tube channel for the library. Location: Henderson County IL Public Library.

- 4-14-21 – West Central Elementary School kindergarten teacher Mrs. Charlotte Ackermann said they were not able to collect pennies this year because of COVID restrictions. So the kindergarten classes held a campaign and set out a container school wide accepting change to donate to the Henderson County Public Library for two weeks. When they donate change the children get to put their name on a book for the poster. Mrs. Ackermann will present the change to the library.
- 4-14-21 – Harassment Prevention Training for all employees. This webinar will be recorded to view later. Director Smith, Allaman, Baker and Tee have completed the training.
- 4-14-21 – Virtual program with author John Sandford at 7:00 pm
- 4-15-21 & 4-16-21 – Director Smith attended the virtual conference Reaching Forward Illinois 9:30 am – 12:00pm on both days.
- 4-21-21 & 4-22-21 – Director Smith attended the virtual RSA Day event.
- 4-21-21 – ALA Chapter Advocacy Exchange: Libraries and the American Rescue Plan Act of 2021 – Director Smith attended the webinar. In addition to funding for IMLS (Institute of Museum & Library Services), the \$1.9 trillion American Rescue Plan Act of 2021 (ARPA) includes other streams of funding for which libraries are eligible.
- 4-21-21 – Director Smith attended the webinar Sexual Harassment for Managers.
- 4-27-21 – Director Smith attended the webinar RAILS Member Update. Included the FY2022 state budget outlook for Illinois Libraries and Library Systems, and the Impact of the American Rescue Plan Act by Greg McCormick, Illinois State Library Director. The future of RAILS delivery service, an update of RAILS efforts to obtain statewide funding for Electronic Databases package, the reopening of Explore More Illinois online cultural pass program.
- 4-27-21 – Outdoor storytime begins on Tuesday at 10am weather permitting. (20 in attendance).
- 4-29-21 – Outdoor storytime begins on Thursdays at 4pm

Next meeting is June 7, 2021 at 5:00 p.m.