

MAY 2020 AGENDA

1. Call to Order – **Monday, May 4, 2020**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of the March 2, 2020 meeting.
4. Minutes of the March 17th Emergency Meeting.
5. Financial Report for March and April.
6. Circulation for March and April.
7. IMRF – Preliminary Notice of IMRF Contribution Rate for Calendar Year 2021 – 15.53%.
8. Preliminary Working Budget FY2020-21.
9. Per Capita Grant – 3-30-20 – Illinois State Library Director, Greg McCormick reported the per capita grant awards have been calculated and will be ready. The Illinois State Library have halted operations with the Governor’s stay-at-home order in place.
10. Board Mileage – checks. Mileage .57.5 cents per mile.
11. Board positions –
Does anyone want to make a change? Current positions:
 - President – Diana Russell, 2024
 - Vice-President – Thomas Pullen, 2021
 - Secretary – Sharon Eisenmayer, 2022
 - Treasurer – Judy Roessler, 2022
 - Trustee – Charleen Fisher, 2022
 - Trustee – Jennifer Painter, 2021
 - Trustee- Susan Bates, 2024
12. Staff -
 - Review staff salaries 2020-2021. The new minimum wage goes into effect July 1, 2020 for those 18 years and older to \$10 per hour and those 18 yrs.old and under \$8 per hour from Jan. 1, 2020 through December 31, 2020.
 - Meeting with Staff members: Allaman, Baker and Cassidy in June.
13. COVID-19 – Coronavirus Pandemic –
 - 3-16-20 through 3-27-20 – West Central School District Closed.
 - 3-17-20 – Pritzker authorizes remote meeting for local governments, public bodies.
 - 3-18-20 – Guidance on OMA & FOIA

- 3-19-20 Closed the Library until further notice.
- 3-20-20 – Governor Pritzker announces statewide stay-at-home order effective on 3-21-20 at 5 pm, valid through Tuesday April 7, 2020.
- 3-31-20 – Governor Pritzker announced the continuation of the Shelter in Place order through April 30th.
- 4-8-20 – West Central School District was set to reopen, but have extended with the Governor’s Shelter in Place order.
- RSA is extending due dates for all currently checked out materials to May 10th, unless otherwise notified to extend them longer.
- Disinfection of materials when returned
- 3-31-20 – Governor Pritzker announced the continuation of the Shelter in Place order through April 30th.
- RSA is extending due dates for all currently checked out materials to May 10th, unless otherwise notified to extend them longer.
- Library and Bookmobile continue to be closed.
- All April events have been cancelled. Storytime, movie days, fancy nancy tea party, book discussion, AARP smart drivers course.
- Allaman is scheduling 3 posts a day to go out on facebook.
- Employees are working from home and keeping a spreadsheet of webinar trainings, date, time, devise, etc. weekly.
- RSA extended all materials due date to June 1, 2020.
- RCS Plastics – Director ordered 2 sneeze guards for circulation counter. \$165 each.
- Can the library Open Wi-Fi service from the library building for the public to use the parking lot?
- I learned from US Cellular that the hotspot that we use on the Bookmobile as Wi-Fi can accommodate 15 devises as we have 10 gigabytes. stationing the bookmobile around our county beginning Friday, May1, 2020.
- 4-23-20 –Governor Pritzker ordered the stay-at-home extension of the statewide order through 5-31-20.
- RSA automatically renewed all items with new renewal date 6-12-20.

14. 3-16-20 - RAILS held an Emergency Member Update via zoom regarding the COVID-19 and libraries – what to do when.

- RAILS Pulse Page
- Delivery suspended at the end of the day March 16, 2020 until further notice.
- OMA/Governance
- How are your staff working from home?
- E-Learning Opportunites
- RAILS Program Online Roundtable: Librarians Respond to COVID-19 3-25-20
- Librarians Respond to Coronavirus and Other Pandemics Library 2.0 Webinar – 3-26-30.

15. Director Smith has the Library Director Succession Plan for review and adopt.

16. Director Smith has the HCPLD Reopen Plan to review and adopt.

17. When the Governor lifts the stay-at-home order can the Director have the authority to begin the Phases of the Reopen Plan?

18. Employees – COVID-19

- Illinois Expense Reimbursement Law – Should we give employees a stipend for the use of their personal internet, computer, cellphones to those doing work at home while complying with the Governor Pritzker’s order statewide stay-at-home order? In order to comply with Illinois expense reimbursement law.
- Reimburse employees with a stipend for computer, phone use during Coronavirus pandemic while shelter at home for: Allaman, Baker, Cassiday, and Tee. As per the Illinois Expense Reimbursement Law.
- Director – continued to report to the library each day on a shortened schedule. She checked the book drop daily with gloves, wiped items with Clorox wipe, discharge items and let air dry. Checked messages on the answering machine and returned phone calls, answered the phone, monitored emails and facebook, got the mail each day and kept in touch with our UPS driver for deliveries. Listened to webinars from RAILS, kept updated on the pandemic through RSA, RAILS, Illinois Department of Public Health. Worked on various projects. Director typed up several resources for employees to choose webinars to listen to during the stay-at-home order.

19. RAILS Lawyer – Philip Lenzini, Peoria, IL.

- Do you want Phil to prepare the Henderson County PLD Budget & Levy, and The Budget and Appropriations Ordinance again this year? A letter from Phil was sent to the library on November 29, 2019 stating the library rates will be going up to \$1250 “Fixed Fee” schedule for work which includes all calculations, document preparation, correspondence, phone contacts, and emails pertaining to the financial. An increase of \$250.

20. Webinars Director Smith has attended:

- 3-30-20 – Director Smith listened to the RAILS zoom meeting “RAILS Special Member Update
- 4-2-20 – Illinois Human Rights Act Amendments: Sexual Harassment Prevention Training Requirement on an annual basis to all employees. Sexual Harassment Prevention in the Workplace recorded Webinar – Employees and board members must view the training. Must hold training before Dec. 31, 2020.
- 4-8-20 – Libraries and Privacy Laws
- 4-9-20 – A Crash Course in Protecting Library Data While Working From Home
- 4-15-20 – Virtual Library Environment: What’s Working?
- 4-15-20 – RAILS Online Roundtable: Libraries & Facebook Live
- 4-16-20 – RAILS Member Update
- 4-17-20 – Rural Libraries Director Meeting
- 4-17-20 – COVID-19 and Collections Care
- 4-22-20 – Director set up Zoom account for the library and held first staff meeting
- 4-22-20 – RSA Virtual Keynote speaker John Chrastka
- 4-22-20 – RSA Roundtable

21. Copy Machine annual renewal maintenance contract – Office Specialist the annual maintenance agreement contractor for the SHARP MX-2616N copier, will expire on May 30, 2020. The new rate for the MX-2616N copier has been established at \$.014 per black & white copy and \$.0675 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.
22. On March 19, 2020 TumbleBooks sent a letter stating they are a world leader in online children's book databases, announced that it will make its family of online libraries available for free to all public libraries until at least August 31. Director Smith replied to the email and they then sent the links to icons and url's, I then called our website design company Vervocity and asked them to add these icons with links to our website home page. Vervocity charged us \$99 for the work. Added databases:
- TumbleMath: AK-3
 - TumbleBookCloud: 5-12
 - AudioBookCloud: All ages
 - RomanceBookCloud: Adults
23. Summer Reading –
- Summer Reading begins May 26, 2020 through July 18, 2020. The theme for this year is “Dig Deeper Read – Investigate – Discover”
 - Virtual Summer Reading. Allaman, Baker and Tee are researching three software companies that I have had recommendations from other libraries.
 - READsquared - \$395.00 for one year. We receive a 30% discount through RAILS
 - Virtual Storytime to continue all summer
 - Crafts – Loreena is putting together craft bags that can be taken home.
24. Fancy Nancy –
- 4-18-20 – The Fancy Nancy Tea Party was cancelled. The 11th Annual Fancy Nancy Tea Party was held Virtually online. Loreena Baker had recorded videos sent to her and she added them to facebook with scheduled times. Director Smith hosting at tea party and etiquette, Miss Blackhawk Valley Sophie sang “I’m a Little Princess”, each of the Henderson County Fair Queens Abby Dowell , Hannah Carnes and Islia Rodeffer each read a Jane O’Connor Fancy Nancy Book, as well as Loreena Baker, Loreena posted a video on how to send the library their pictures of their own tea party to post on the library facebook page. Director Smith went online to Penguin Random House Publishers to fill out a permission form to read the Jane O’Connor books. The library was granted permission with the stipulation the videos had to be deleted by the next business day.
25. Other –
- 3-3-20 – Office Specialist – Tech came to fix 3 employee computers and 2 public computers that would not accept the scans from the copier.
 - 3-3-20 – Director Smith held a meeting with the Fancy Nancy table hostesses -4 ladies.
 - 3-4-20 – Oquawka Headstart came to visit the library. They had 11 students and we divided them into two groups, Director Smith held storytime and songs and Loreena Baker made a craft with the children.

- 3-4-20 – Director Smith and West Central Elementary teacher Judy Kelly met to begin work on an LBSS Endowment Fund Grant. The Readers’ Choice Grant Application we are working on is for 3rd – 5th grade for the 2020 Illinois Bluestem Award Books.
- 3-5-20 – Director Smith renewed the sam.gov registration for federal grants.
- 3-6-19 – Director Smith was invited to West Central Elementary School where Mrs. Charlotte Ackermann presented the Henderson County PL with a check for \$86.00 from the pennies collected for kindergarten.
- 3-17-20 – Board held an emergency board meeting and closed the Library on March 18, 2020 at 5:00 pm until further notice due to the COVID-19 coronavirus prevention.
- 3-19-20 – RSA Day – Cancelled
- 3-20-20 – Reaching Forward South – Cancelled
- 3-26-20 – Director Smith listened to RAILS webinar “RAILS Online Water Cooler”.
- 3-27-20 – Director Smith listened to RAILS webinar “RAILS Online Roundtable: Tips for Hosting Online Meetings”.
- 3-31-20 – Director Smith listened to a recorded webinar RAILS Online Roundtable Libraries Respond to COVID-19
- 3-31-20 – Director Smith listened to RAILS recorded webinar Strategies for Managing Teams Remotely.
 - 4-23-20 -Director completed the 2020 Library Survey: A Survey of Compensation and Benefits for Library Personnel with Management Associations.

Next meeting is June 8, 2020 at 5:00 p.m.