

SEPTEMBER 2020 AGENDA- Special Meeting at 5:00pm

1. Call to Order – **Monday, Sept. 14, 2020**, at 5:00 p.m. at the Library.
2. Roll Call
___ Bates
___ Eisenmayer ___ Painter ___ Roessler
___ Fisher ___ Pullen ___ Russell
3. Tax Levy Ordinance 20-4 Increase the proposed corporate and special purpose property taxes to be levied for FY2021 for \$288,435.00. This represents a 3.0% increase over the previous year. Vote. If approved – signatures of the board president and secretary. Signature for the certificate from the board secretary.

SEPTEMBER AGENDA – Regular Meeting

1. Roll Call
___ Bates
___ Eisenmayer ___ Painter ___ Roessler
___ Fisher ___ Pullen ___ Russell
2. Minutes of August 3rd meeting.
3. Financial Report for August.
4. Tax Levy - the 2nd installment received
5. **CD No.2 at Casey State Bank** renewal date is 9-12-20. The balance of the certificate will be \$52,426.36 and will automatically renew at the rate. – Hilligoss checked rates at area banks.
6. **CD No 1 at Raritan State Bank** renewal date is 10-6-20. Hilligoss will check rates at area banks.
7. CD – Do you want to open a new CD by moving an amount from the money market to a new CD?
8. Circulation for August.
9. RAILS
 - 8-26-20 – Dee Brennan, RAILS Executive Director sent an email that beginning Monday, August 31, 2020 they are increasing the quarantine requirements for items moving through RAILS Delivery from 3 to 7 days.
10. Parking Lot

- Pro-Paving LLC, Burlington, Iowa – 8-6-20 – Came to measure and inspect the parking lot. Quote to crack filling, double sealcoat, and line striping.
- Gunther Construction Co., Galesburg, IL – 8-26-20 – Came to measure and inspect the parking lot. Quote to crack filling, double sealcoat, and line striping.

11. HR Source (formerly Management Association) 2020 Library Survey Report

The survey contains data from 106 Illinois libraries. The 2020 edition reports base pay compensation for 5,476 employee's specific positions, which is broken out by budget, population served, and employment size. Additionally, several benefit questions were added and/or written to provide more meaningful data to survey participants and users. It is their hope that we will use this data to benchmark your current practices, make sound business decisions and stay competitive with the market. RAILS provide this service to libraries with HR Source.

12. IPLAR – Director Smith submitted the IPLAR electronically online on 7-30-20. The annual report is due on or before Sept. 1, 2020. The Illinois State Library no longer requires a paper copy of the certification page. All libraries will need to certify by having the library director, board president and board secretary type their name and date as an electronic certification. Beginning with the FY2016 report, the Illinois State Library no longer requires a paper copy of the Public Library District's Secretary's Audit page. All public libraries will need to verify that the audit has been completed by filling out the information requested in the boxes provided electronically.

13. Staff

- 8-11-20 - Becky Price gave me her two weeks' notice for the Janitor position.
- 8-19-20 – Hired Toni Allen for the Janitor position.

14. Building Maintenance and Goals

15. Bigger Electric – LED lights

- 8-4-20 - Found more ballasts in the meeting room above the drop ceiling for the North side of the building. They rewired disabling each ballast.
- There were 3 lights around the perimeter of the north walls and 1 light over the children's non-fiction section.
- Inside entryway has not been bright enough with the two fixtures. They found a halogen bulb in each fixture screwed into the fixture as well as the LED light bulb. They removed the halogen bulb and rewired the LED bulb and now it is much brighter.

16. Census –

- 8-25-20 – Kevin Geary, Henderson County Economic delivered a laptop for the library for the public to fill out their census online. We have a dedicated workstation for the public to complete their census.
- RAILS have been given a Census grant and have given our library items to promote the census to our county citizens: t-shirts, hand sanitizer spray bottles, yard signs, bookmarks. On 8-27-20 all staff wore their census t-shirts and had a

group picture taken around the new laptop station to promote complete your census for Henderson County to be counted. Director Smith is to give the promotional materials around the county.

17. ARSL Conference will be held virtually September 28 – October 2, 2020. Registered to attend: Director Smith, Allaman, Baker and Tee. The theme this year is *SOAR with Libraries Sharing Our Amazing Resources*. Director Smith will host lunch at the library each day.
18. Bookmobile –
 - Director Smith has spoken with the West Central Elementary School principal and they do not want the Bookmobile. I told her we were willing to talk with each teacher and make a collection for each classroom. Mrs. Lafary asked me to call her back after school has been in session for a couple of weeks.
 - Director Smith has spoken with the Director of Headstart and the students are doing virtual learning, so the teacher does not want the Bookmobile to stop and deliver books for her to use.
 - Mailed a Bookmobile survey to the Saturday patrons asking about the opportunity to make adjustments to the schedule and which day works best for them.
19. ILA (Illinois Library Association) Conference – October 20 - 22, 2020 the theme this year is *Many Libraries, One State – We Are ILA* to be held at virtually. Library Director Smith is registered to attend.
20. Readsquared App
 - 1000 Books Before Kindergarten – Allaman and Tee have set up this program in Readsquared for parents to log their children's books.
 - Storytime – Allaman and Tee have set up this Fall/Winter/Spring program in Readsquared for parents to log their children's books.
 - Storytime – Baker and Smith will hold storytime outside on Tuesday, Sept. 8 at 10:00 am or Thursday, Sept. 10 at 1:00 pm.
21. Other-
 - 8-4-20 – Director Smith attended the RSA Users Group webinar.
 - West Central School registration was online, so we haven't registered students bookmobile cards yet. On 8-26-20 received the class lists.
 - 8-6-20 – 8-14-20 – Community Service student needed 40 hours – Director had him clean each flower bed, move rock from the northwest corner to the flag pole, removed the rock from the east flower bed and moved the rock and landscape blocks along the north and east building, moved the landscape blocks to the north inset, removed the landscape blocks around the east and the west bushes.
 - 8-8-20 – Held the Summer Reading Curbside Lunch Party from 11 am -1 pm with 66 attending. We served grilled hot dogs, chips, packaged desert and a drink. Rick Brammer held a Huge Bubble Show while the families lunched in their car.
 - 8-11-20 and 8-13-20 – Hosted the 1000 Books Before Kindergarten parties for each family. A total of 5 boys reached 1000 books. The children made their own

book titled “ I Wish that I had 1000...”, we had pictures cut out of magazines for them to choose to glue into their book, served packaged dessert, played a game and took each child’s picture for the Wall of Champions.

- 8-12-20 – Director Smith attended the webinar for the Local CURE Technical Assistance.
- 8-14-20 – Changed the 9 volt battery in the Smoke/Carbon Monoxide Detector in the garage.
- 8-17-20 – Bob Lionberger, CCS Computers delivered the Director new monitor with a camera and microphone. He took the public access computer CPU used for the online card catalog as it was not booting up.
- 8-19-20 – Cassiday used Director Smith pressure washer and washed the Bookmobile. She cleaned the inside of the bookmobile also.
- 8-20-20 – Director Smith attended the Zoom meeting for the Long Distance Library Directors.
- 8-21-20 – Director Smith attended the Zoom meeting for the Rural Library Directors.
- 8-25-20 – Kevin Geary, Henderson County Economic delivered a laptop for the library for the public to fill out their census online. We have a dedicated workstation for the public to complete their census. RAILS have been given a Census grant and have given our library items to promote the census to our county citizens: t-shirts, hand sanitizer spray bottles, yard signs, bookmarks. On 8-27-20 all staff wore their census t-shirts and had a group picture taken around the new laptop station to promote complete your census for Henderson County to be counted.
- 8-28-20 – West Central School District closed Friday the 28th while they contract trace an individual that has been exposed to the Coronavirus.
- Sidewalk Book Sale will be Friday, September 25 from 8:00am – 6:00pm and Saturday, September 26, 2020 from 8:00am – 4:00pm weather permitting.

Next meeting is October 12, 2020 at 5:00 p.m.