

Henderson County Library Board of Trustees Meeting
December 7, 2020

President Russell called the meeting to order at 4:52 p.m. Present were Bates, Fisher, Pullen, Roessler, Russell, Director Smith, and Accounting Clerk Hillgoss. Eisenmayer and Painter were excused.

Pullen moved to accept Sept. 14 Special Meeting minutes with a second from Bates. Motion carried.

Roessler moved to accept minutes from the Oct. 12th, 2020 meeting with a second from Pullen. Motion carried.

Financial Report from October, 2020: Current assets : \$452,803.57 Income for Oct. \$2218.48

Expenses for Oct. : \$21,848.90

Replacement tax of \$500.82 was received on Oct. 8 and C.U.R.E money in the amount of \$1192.42 was received Oct. 23. This was for March through June 2020.

Casey State Bank CD \$53171.94 Raritan State Bank CD#1 55596.42 Raritan CD#50718.25

Bank of Stronghurst CD \$52429.59. Payroll expense for Oct. \$11,826.11

Prop A: Roessler moved with a second from Bates to accept October Financial Report. Roll was called and motion carried.

Financial Report for November, 2020: Current assets: \$460,594.61 Nov. Expenses 20,031.30

Nov. Income \$27,822.56 Received 4th installment of Real Estate Taxes of \$17,638.81 and \$45.98.

Payroll was \$11,602.27. Bank of Stronghurst CD \$52429.59 Casey State Bank CD \$53171.94

Raritan State Bank CD#1 \$55,634.21 Raritan State Bank CD #2 \$50,800.16.

The bank accounts in Casey State Bank of Biggsville were closed and moved to Raritan State Bank 11/24/2020.

Prop B: Pullen moved with a second from Roessler to accept the November Financial Report. Roll was called and motion carried.

Prop C: Pullen moved with a second from Roessler to cash in the CD at Casey State Bank and move it to the checking account at Raritan State Bank. Roll was called and motion carried.

Circulation for October, 2020

Library Checkouts	2153	Bookmobile checkouts	645
Interlibrary Loans In	270	Interlibrary Loans Out	506
E- Books	179	E-read Illinois	29
Tumblebooks	46	Curbside Attendance	55
Library Attendance	406	Bookmobile Attendance	120

Circulation for November, 2020

Library Checkouts	1517	Bookmobile Checkouts	370
Interlibrary Loans In	364	Interlibrary Loans Out	364
E- Books	164	E-read Illinois	25
Tumblebooks	96	Curbside attendance	31
Library Attendance	312	Bookmobile Attendance	75

Bate moved with a second from Pullen to approve Library Closing dates for 2021. They are: Jan.1, May 31, July 5, Sept. 6, Nov.25, Dec. 24, Dec. 25, and Dec. 31.

430 Gingerbread houses were built from Nov. 6-Nov 19, 2020. Pick up days were from 11/19-11/25. All these were carry-out this year with the frames being made at the library and candies, frosting, etc., were sent home with the houses to be decorated. Staff asked patrons to take pictures of their houses and submit them for judging by the staff. The categories were Most Festive, Most Creative, and Overall Appearance.

Grab and Go Breakfast with Santa will be Saturday, Dec 12 from 10 am to noon. Flyers have been sent to West Central Elementary School.

Director Smith attended the Illinois Library Assoc. Conference held virtually Oct. 20*22, 2020.

On October 19,2020, Larry Sterett hit the handicapped sign and cement blocks around the air conditioning unit , also damaging the air conditioner. Estimates were received from Brockway for \$3248.00 for new condensing unit, Kenny Tharp, Masonry, \$4500.00,and Barco Products \$162.62 for the handicap sign. Check was received for the damage on Nov. 12,2020.

The library gave permission to the Oklahoma Correctional Industries to make digital copies of the yearbooks that the library has with the understanding that the library receive free copies of the DVDs. Arrangement were made to send them the yearbooks and making sure they are returned. Yearbooks sent were 1950-present. Older ones may be sent after the first ones are returned.

Yet another light bulb was found to be defective and replaced by PQL.

Per capita grant will be due January 15, 2021.

Director Smith and the Board reviewed Chapters 2,3,4, and 5 of the Standards for Public Libraries.

Board was given several handouts about meetings to take home and read.

10/9 & 10/10/20 Gunther Construction sealed parking lot cracks and applied 1 sealer coat. They restriped parking lot.

10/14/20 Cale Sanberg, Brockway, looked at HVAC system, air flow for the east ceiling, where we seem to have mold to see what is causing it.

10/19/2020 Bob Lionberger, CCS Computers came to work on computers #2, #5, and took #7 back with him to his office to work on.

10/23/20 J & S Electronics came to configure the HP laptop the library received from the Henderson County Economic Census group so Loreena can use it for her remote storytime.

Director made contact with Elementary School Principal, Kathy Lafary to see about getting different books in teachers' classrooms.

RAILS reduced quarantine to 3 days.

10/27/20 Brockway performed routine maintenance on furnace.

MTC Communications have run fiberoptics to library, however, library will not change from Frontier to MTC until June, 2021 because of ERATE

11/6/20 Allied Pest did semi-annual inspection.

11/7-11/14 Library was closed due to 3 employees with Covid and 3 others being exposed.

11/19 5 families participated in the Family Reading Night sponsored by the IL State Library.

11/20/20 Bookmobile had generator oil changed by Absolute Transportation.

Next meeting is January 4, 2021 at 5:00 p.m.

Meeting adjourned 7:15 p.m.

Respectfully submitted,

Charleen Fisher, Secretary Pro-tem