

JUNE 2021 AGENDA

1. Call to Order – **Monday, June 7, 2021**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of May 3rd meeting.
4. Financial Report for May.
5. Move Budgeted Line Items for Payroll from Equipment Line Item in the amount of \$2500 to: Moving \$500 into Employer Medicare, \$1500 into Employer SS, and \$500 into Gross Payroll
6. Circulation Report for May.
7. Staff salaries FY2021-2022 – Vote.
8. The Preliminary working Budget for FY2021-2022 - Vote
9. Raritan CD #2 maturity date of 7-9-2021 Accounting Clerk will call area banks to get rates.
10. Vote and Adopt - Schedule of regular Library Board of Trustees' meeting dates including the time and location for the FY2021– 2022 fiscal year. Ordinance No. 21-1.
11. Personnel
12. Non-Resident Card Fee FY2021-2022 – Vote to participate, the formula used and the fee to charge. Ordinance No. 21-2
 - Each year, Illinois public libraries are required to submit a form to RAILS by July 1 stating their participation status. The board's decision to participate in the Illinois Non-Resident Card program must be decided annually by library's Board of Directors. The minimum fee Henderson County PLD can charge for a non-resident card is: \$76.39. The minimum fee calculator for general mathematical formula is based on: library income from local property taxes, service population and average household size (per latest official U.S. census).
13. Rural Development Grant –
 - 5-4-21, Director Smith submitted all the forms for the preapplication.
 - 5-27-21 – Director Smith and Russell conference call with Lynn Anderson for the application conference.
14. Simpson Cleaning – 5-19-21 cleaned the mold on east side of ceiling and painted with kilz.

15. Vervocity – Website

- Director Smith and Allaman continue to work with the project manager.
- 5-17-21 – Website needs pictures of the library, Director Smith had Peyton Eberts take pictures.

16. Movie License

- SWANK movie license - \$364.00. Extended license due to COVID. License Fee is a One Year Price for Two Year Term. 01/01/21 – 12/31/2022. Movie License paid through RAILS to receive the discount.

17. CCS – ordered a new laptop as the old laptop was a 2012 Windows 7 and has been running very slow, it crashed and Tee and Cassiday loaded Windows back onto the laptop but it was still very slow. Director Smith ordered a new laptop is a Lenovo 17” screen, i7, 8 GB, SSD drive intel high definition graphics, camera and microphone for \$815. Bob delivered the laptop on 5-18-21.

18. Summer Reading

- Purchased online program READsquared. Summer reading will begin May 25 and run through July 17. Paper log books will also be available to those to log book titles not using the app.
- 5-4-21 – Summer Reading Flyers were delivered to the West Central Elementary and the Middle School.
- T-shirt order forms sent were sent in the summer reading flyer from Goff Screen Printing. Tie-dying t-shirts will have scheduled times on June 23rd and 24th.

19. West Central Elementary School

- Kindergarten class collected changed from the whole school and presented Library Director Smith with a check on 5-4-21. \$662.23

20. E-Rate – Steve Futrell of E-Rate Funding Solutions, LLC sent an email that the library’s E-Rate FY20 (07/01/20 – 06/30/21) application for Category 1 – Internet Services has been fully funded. The library chose to receive the Service Provider Invoice Discounts on our Frontier bill beginning July 1, 2020. The library will receive an 80% discount on the Internet bill with the discount rate of \$1406.30.

21. Two Board members will need to review the Secretary’s Minutes for the last Fiscal Year of July 2020-2021.

22. Other –

- 5-3-21 – Director Smith attended the webinar “2020 Census”.
- 5-4-21 – Demco children’s furniture was delivered 6 pieces with 2 more pieces to be delivered next week.
- 5-6-21 – Director Smith completed the Sexual Harassment Manager’s Training online.
- 5-6-21 – Director Smith attended webinar “The Road to Reading Starts at the Library!”

- 5-6-21 – Director Smith attended zoom meeting “West Central Elementary School Kindergarten Transition Parent Night”. Director spoke to the teachers and parents about the library and summer reading.
- 5-6-21 – Virtual zoom event with author “Alex Kotlowitz”.
- 5-7-21 – Director Smith attended the final Reaching Forward Illinois webinars.
- 5-11-21 – Director Smith attended the RAILS Strategic Planning webinar
- 5-11-21 – Director Smith and Tee attended the RSA User Group meeting.
- 5-26-21 – Director Smith attended the Disaster Planning webinar
- 5-27-21 – Virtual Zoom event with author Temple Grandin

Next meeting is July 12, 2021 at 5:00 p.m.