

Henderson County Library Board of Trustees Meeting

January 11, 2021

President Russell called the meeting to order at 4:58 p.m. Present were Bates, Eisenmayer, Fisher, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Painter was excused.

Pullen moved with a second by Roessler to approve the minutes from the December 7, 2020 meeting. Motion carried.

Financial Report: Current assets are \$439,533.71. Income for December was \$1,676.04. Expenses for December were \$22,714.70. Raritan CD #1 balance \$55,670.80. Raritan CD #2 balance \$50,879.55. Bank of Stronghurst CD #1 balance \$52,573.38. Casey State Bank CD #2 balance as of December 31, 2020 was \$0.00 because it was cashed at maturity on December 8, 2020 and deposited into the checking account to be reinvested at another financial institution.

Prop A. Fisher moved with a second by Bates to accept the financial report. Roll was called and motion carried.

The library received the second payment Local CURE Reimbursement on December 15, 2020 in the amount of \$814.46.

Prop B: Bates moved with a second by Fisher to move \$53, 313.76 (proceeds from Casey State Bank CD#2 cashed at maturity on December 8, 2020) from the checking account to Bank of Stronghurst CD for a term of 12 months at interest rate 0.60%. Roll was called and motion carried.

The suggestion of moving \$50,000.00 to a CD was tabled until next month.

Circulation for December

Library checkouts	1787	Bookmobile checkouts	540
Interlibrary loans in	321	Interlibrary loans out	380
Total circulation for December	2327		
E-books checkouts	173	E-read Illinois checkouts	23
Library attendance	521	Bookmobile attendance	19
Curbside attendance	19		

The schedule for the minimum wage increase was presented to the board.

The Per Capita Grant Application and the FY2019 Expenditure Report is due March 15, 2021. The board will review Chapters 6, 7, 8 and 9 of the Serving Our Public 4.0 Standards for Illinois Public Libraries and review the checklists after each chapter. Discussion will be held at the February board meeting.

Stats from Grab and Go Breakfast with Santa on December 12, 2020 are as follows:
69 children and 60 adults attended. We gave a gift card to Santa and Brian Clark for the use of his truck. Director Smith took pictures, Baker and Tee handed out breakfast and Hilligoss and Johnson worked the circulation counter. We received a lot of gratitude for continuing to hold events in a safe manner.

Library Days and Dates to remember for 2021 were placed in Board of Trustees binders.

In order to comply with the Illinois State Library Annual Certification Process, Illinois libraries “shall complete, on an annual basis, the certification process required for library system membership in order to apply for grant” (Illinois Administrative Code, 23 Ill. Adm. Code 3030 200). Certification begins February 15 – May 15, 2021.

Johnson Controls Fire Protection (Tyco Simplex Grinnell) annual billing for the Fire Alarm Contract is \$617.78. This provides testing and inspection of the system.

MTC Communications installed the cable for internet to the outside of the building on December 2, 2020 and installed the cable inside on December 7, 2020,

Cassidy and Tee painted the restrooms and the work room on December 18 and 19, 2020.

The flooring in the entryway and both restrooms will be installed soon.

The board will review the bids from MTC Communications and J and S Electronics at the May 2021 board meeting.

Director Smith and Baker ordered video equipment to be used for online recordings for storytime and other uses at the library. The cost of the equipment was \$638.20.

Prizes were given out for the winners of the Gingerbread House competition. Total spent was \$114.96.

The date set for Fancy Nancy Virtual Tea Party is April 10, 2021. The library is starting to work on ideas for the party.

The library will renew the READ squared program to be used for the 2021 summer reading program Reading Colors Your World. Tee will design the summer reading T shirts and will be ordered from Goff T-shirts.

Jerry Spiker is repairing 6 areas in the library. The long term goals remain of replacing 4 furnace units and flooring in the main library, a dedicated study room and repairing the east roof and removing the mold inside.

Other –

- The chocolate milk, white milk cartons and HiC cartons from the Grab and Go Breakfast with Santa were donated to the Henderson County Health Department.
- The Tumblebooks subscription was renewed in the amount of \$799.20 expiring February 2022.
- 12-8-20 Director Smith attended webinar for the RAILS Member Update. Deidre Brennan, RAILS Executive Director reported on the RAILS budget with no news, staff working from home continues, RAILS received an E-book grant. Attending with a report from Greg McCormick Illinois State Library. Greg spoke about the per capita grant application, cards for kid's legislation and Administrative Rules, 2021 certification process.
- 12-15-20 – Hilligoss, Johnson and Vancil listened to the recorded webinar from RAILS Sexual Harassment Prevention in the Workplace as part of the Workplace Transparency Act, all Illinois employers are now required to provide annual training for employees on how to recognize and prevent sexual harassment. On 4-2-2020 Smith, Allaman, Baker, Cassidy and Tee listened to the webinar.
- 12-16-20 – Director Smith listened to the recorded webinar 10 Tips for Complying with the FOIA.
- 12-16-20 – Director Smith listened to the recorded webinar Complying with the Open Meetings Act.
- 12-16-20 and 12-17-20 – Director Smith listened to the recorded webinar Winning Library Grants.
- Baker has 22 STEM backpack kits available for checkout. Tee made a flyer to send to the elementary school telling about the FREE online resources available through your local library that includes tumblebooks, apps in RSAcat for Libby, Overdrive. She also told about the STEM backpacks with the list of kits.
- Baker is working on Take-Make-It crafts one a month January – May.
- Director Smith has gathered information on purchasing Playaway audiobooks. They use a triple AAA battery and can be used with plug in headphones or an auxiliary plug into your vehicle.

Meeting adjourned at 6:05 p.m.

Next meeting is February 1, 2021 at 5:00 p.m.

Respectfully submitted

Sharon Eisenmayer, Secretary

