

Henderson County Library Board of Trustees
Working Meeting
February 1, 2021

President Russell called the meeting to order at 3:55 p.m. Present were Bates, Eisenmayer, Painter, Pullen, Russell and Director Smith. Fisher and Roessler were excused.

The board reviewed chapters 6 through 13 of Serving Our Public 4.0 Standard for Illinois Public Libraries. The chapters 1 through 5 were previously reviewed. This review is necessary for the Per Capita Grant.

Meeting adjourned at 4:55 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary

Henderson County Library Board of Trustees
February 1, 2021

President Russell called the meeting to order at 5:05p.m. Present were Bates, Eisenmayer, Painter, Pullen, Russell, Accounting Clerk Hilligoss and Director Smith. Fisher and Roessler were excused.

The board met with staff members Hilligoss and Cassidy discussing suggestions for the library.

Bates moved with a second by Painter to approve the minutes from the January 11, 2021 meeting. Motion carried.

Financial Report: Current assets are \$420,367.64. Income for January was \$2,403.12. Expenses for January were \$24,724.65. Raritan CD #1 balance \$55,708.64. Raritan CD 2 balance \$50,961.72. Bank of Stronghurst CD #1 balance \$52,573.38. Bank of Stronghurst CD #2 \$53,313.76.

Prop A: Eisenmayer moved with a second by Pullen to accept the financial report. Roll was called and motion carried.

Circulation for January

Library checkouts	1992	Bookmobile checkouts	519
Interlibrary loans in	353	Interlibrary loans out	436
Total circulation for January	2511		
E-books checkouts	186	E-read Illinois checkouts	25
Library attendance	383	Bookmobile attendance	101
Curbside attendance	9		

Staff: The Director meets with staff for evaluations. The board was asked to review a possible evaluation for the Director.

The library received the final notice of IMRF Contribution Rate for YR 2021 which is 15.53%. This is a reduction from YR 2020.

The board President Russell signed and dated the Certificate of Status of Exempt Property.

Director Smith is the Open Meeting Act designee. The OMA designee must complete the training annually and board members are required to take the OMA training one time. Any new board member must complete the training within 30 days of joining the board.

Library Trustee positions and terms.

President - Diana Russell, April 2024

Vice President – Thomas Pullen, April 2021

Secretary – Sharon Eisenmayer, April 2022

Treasurer – Judy Roessler, April 2022

Charleen Fisher, April 2022

Jennifer Painter, April 2021

Susan Bates, April 2024

Steve Futrell with E-Rate Funding Solutions filed the E-Rate FY 2021(07-01-21 through 06-3-22) FCC form 470 for Category 1#2-Internet Service.

Director Smith will check to see if the pandemic plan has been added to the disaster plan.

New vinyl flooring will be installed in the entryway and both restrooms on Thursday February 11 and Friday February 12, 2021.

Western Illinois Library Legislative Meet-up will be held virtually Friday, February 26, 2021 from 8:00 to 9:00 a.m. Director Smith is registered and any trustee who would like to attend can let Director Smith know.

Take and make crafts: January – Baker made 90 snowman crafts kits. Anna Sharp, Ag Ed Coordinator for Warren- Henderson Ag in the Classroom gave the library 40 Dairy Ag bags to hand out. February– Blind Date with a Book, March – Lego contest, April – Fancy Nancy at Home Kit and May – Spring Animal Kit. Baker is in charge of the take home craft kits.

Handyman Jerry Spiker repaired drywall by the front entryway door, repaired drywall and wooden ledge around the window in the men’s restroom, repaired the trash receptacle in the women’s restroom, replaced the water damaged ceiling tiles in the meeting room and repaired the drywall around the east window and the east door.

OCI yearbooks

- Fed Ex delivered 8 boxes of the yearbooks and 14 DVDs. This service was all for free for volumes 1950 to present. Biggsville HS 1950-1960, Media-Wever HS 1950-1971, Gladstone-Oquawka HS 1950-1960, Stronghurst HS 1950-1971, Southern HS 1972-2005, West Central HS 2006-2019, Union HS 1961-2004.
- 1-26-21 – Fed picked up 2 boxes, 41 volumes of yearbooks before 1950: Wever 1934, 1936-1949, Gladstone HS 1948, Gladstone/Oquawka HS 1949, Stronghurst HS 1941-1944, 1946-19949, Biggsville HS 1931-1933, 1935-1942, 1945-1948 and the 2020 West Central High School yearbook.

Other –

- Amanda Van Arsdale requested that the library be a polling place for the April 6, 2021 election.
- 1-5-21 – Brockway tech performed PM on the furnaces, changed furnace filters and checked the thermostats.
- 1-13-21 – Director Smith attended the zoom meeting for the Long Distance Library Directors. Monica Harris from RAILS attended
- 1-19-21 – Director Smith and Baker each recorded a story and sent to Judy Kelly for World Read Aloud Day at West Central Ele. On Feb. 3rd.
- 1-20-21 – RAILS asked Director Smith to write an article and pictures about our Gingerbread House Decorating Days on the RAILS Blog page.
- 1-26-21 – Snowed today so moved the Bookmobile route from 1-26 to the next day 1-27-21.
- 1-27-21- ABC Fire Extinguisher came for the preventative maintenance.
- 1-28-21 – Director Smith attended the RAILS Member Meeting. Director give report.
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Meeting adjourned at 6:22 p.m.

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

Respectfully submitted,

Sharon Eisenmayer, Secretary