

Henderson County Library Board of Trustees

March 1, 2021

President Russell called the meeting to order at 4:55 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Pullen, Roessler, Russell, Accounting Clerk Hilligoss and Director Smith.

The board met with Allaman and Tee discussing suggestions for the library.

Pullen moved with a second by Bates to approve the minutes from February 1, 2021 meeting. Motion carried.

Financial report: Current assets are \$401,592.65. Income for February was \$356.24. Expenses for February were \$19,171.17. Raritan CD #1 balance \$55,746.50. Raritan CD #2 balance \$51,044.02. Bank of Stronghurst CD#1 balance \$52,573.38. Bank of Stronghurst CD #2 balance \$53,313.76.

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

On February 5, 2021 the library received the final Local Care Reimbursement for December of \$123.12. This completes the final amount of \$2,130.00 which was requested in July 2020.

Circulation for February

Library checkouts	2089	Bookmobile checkouts	712
Interlibrary loans in	318	Interlibrary loans out	430
Total circulation for February	2801		
E-books checkouts	214	E-read Illinois checkouts	10
Library attendance	353	Bookmobile attendance	114
Curbside attendance	11		

Bates moved with a second by Pullen to accept the job evaluation for Director form. Motion carried. This evaluation will be done yearly.

Each board member signed the Statement of Economic Interests forms.

On February 2, 2021 Johnson Controls (Tyco Simplex Grinnell) tested and inspected the fire alarm system. We need to replace 2 batteries. The annual billing for the fire alarm monitoring contract is \$506.66 which includes 24 hour monitoring, repair and/or replacement of communicator, daily review of condition codes and one program change per year.

Fisher moved with a second by Roessler to approve with corrections the Administration Succession Plan. Motion carried.

Painter moved with a second by Pullen to approve with corrections the Authority to Spend Policy. Motion carried.

Fisher moved with a second by Roessler to approve with corrections the Ethics Policy for Board to Trustees and Library Employees. Motion carried.

Eisenmayer moved with a second by Bates to approve with corrections the Meeting Room Rental Agreement. Motion carried.

Painter moved with a second by Bates to approve with corrections the Patrons with Disabilities Policy. Motion carried.

Fisher moved with a second by Eisenmayer to approve with corrections the Reference Policy. Motion carried.

Director Smith will renew the Association for Rural & Small Libraries Staff Level 1 membership (due in August 2021) for \$49.00. This conference will be held in Reno, Nevada October 20 – October 23, 2021.

RAILS Library System Annual Certification is to be completed February 15 – May 15 2021. This certification is required by the Illinois State Public Library for library system membership. Director Smith completed the certification on February 15, 2021.

Director Smith submitted both the application and the report on February 16, 2021 for the Illinois State Library Per Capita and Equalization Aid Grant Application FY 2021 and the Illinois Public Library Per Capita Grant Expenditures Report FY 2019. The board reviewed the objectives and priorities of the Illinois State Library Per Capita Grant.

Effective Wednesday February 24, 2021, RAILS reduced the quarantine requirements for materials moving through delivery to 24 hours.

The bookmobile has a bracket on the passenger side that has fallen off and a panel loose next to the gas cap on the driver's side. An appointment has been made at Stonghurst Collision and Refinish for repair.

The board reviewed the following handouts: FOIA from RAILS Training November 2020, Effective Board Meeting from ILA Conference October 2020, OMA from RAILS December 2020, Director Notes from ILA October 2020 Conference, 2020 in Review during the Pandemic published by Allaman, and Technology Needs and Wants for the Future.

Director Smith is registered for Reaching Forward Illinois Virtual Conference. Reaching Forward South Virtual Conference is April 15 and 16, 2021. Reaching Forward Virtual Conference is May 7, 2021.

The meeting room will be open for appointments in March with requirements of occupancy, social distancing of tables and chairs and masks for those who can. A thorough cleaning will be done after each use.

The flooring in the entryway and both restrooms will be installed the week of March 22nd.

Other –

- Summer Reading will be from May 25, 2021 through July 17, 2021. The outdoors summer reading party will be on Saturday July 17, 2021.
- Storytime will be outside when weather permits.
- Curbside delivery is here to stay.
- Jerry Spiker is removing the trash receptacles in both restrooms and replacing these areas with dry wall.
- Director Smith completed the FOIA and OMA certificates on February 26, 2021.
- 4 standing desk risers have been ordered for the library.
- The library is conducting a virtual programming survey from February 26, 2021 through March 15, 2021.
- Yearbooks from 1950 to present are being loaded onto the web site.
- 1-27-21 – ABC Fire Extinguisher completed preventative maintenance on all fire extinguishers.
- 2-3-21 – Due to the expected extreme cold temperatures the bookmobile ran the Saturday route today.
- 2-4-21 – Director Smith attended the zoom RSA Database Committee Meeting
- 2-6-21 – Director Smith had Tee and Johnson close the library at 2 pm snow, blowing and poor visibility. Director Smith informed the Board President.
- 2-9-21 – Bookmobile ran the route for Tuesday the 9th and then she went to Oquawka that afternoon. With the predicted forecast for snow the following Wednesday and Thursday so the Director kept the Bookmobile in the garage.
- 2-10-21 - Director Smith attended the RSA User Group webinar.
- 2-13-21- Director Smith closed the library due to below temps, wind and snow informing the Board President.
- 2-15-21- Director Smith attended the webinar “Grab & Go Library Programs”. Topics: virtual programming, grab & go kits, STEM kits, etc.
- 2-15-21 – Received a Thank You from the U.S. Census Bureau
- 2-16-21 – Director Smith called Nicor to report gas smell in the entryway in the women’s restroom. They sent a tech out within the hour and his meter reading was zero, he conducted the search and didn’t find anything.
- 2-18-21 – Director Smith attended webinar “Libraries & Technology in the Post-Pandemic Landscape”.
- 2-19-21 – Director Smith attended the zoom Rural Library Directors meeting with guest Monica Harris, RAILS Associate Executive Director listening to each library director tell their library story of service hours, programs, resources, patrons in this post-pandemic.

- 2-24-21 – Director Smith will attend the webinar “The COVID-19 Vaccine: Employer Options” presented by HR Source attorneys sponsored by RAIL.
- 2-26-21 – Director Smith will attend the Virtual Western Illinois Library Legislative Meet-up sponsored by Illinois Library Association. Normal PL emailed asking attendees to provide our legislators a snapshot of what central Illinois library have accomplished during COVID. He asked for photos, screenshots, and patron comments for a 1 to 2 minute brief slide show to demonstrate the impact we’ve had on our local communities. Tee sent him 10 photos from our library. He also asked for virtual programs, curbside delivery stats, home delivery stats, greatest impact on our respective community.
- Fancy Nancy Virtual Tea Party will be on Saturday April 10, 2021 at 2 pm.

Meeting adjourned at 7:50 p.m.

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

Respectfully submitted,

Sharon Eisenmayer, Secretary