

Henderson County Library Board of Trustees
May 3, 2021

President Russell called the meeting to order at 5:00 p.m. Present were Bates, Eisenmayer, Fisher, Painter, Pullen, Russell, Accounting Clerk Hilligoss and Director Smith. Roessler was excused.

Fisher moved with a second by Pullen to approve the minutes from the April 5, 2021 meeting. Motion carried.

Financial report: Current assets are \$361,702.75 Income for April was \$1,481.14. Expenses for April were \$20,854.95. Raritan CD #1 balance \$55,818.63. Raritan CD #2 balance \$51,201.02. Bank of Stronghurst CD #1 balance \$52,715.98. Bank of Stronghurst Cd #2 balance \$53,379.49.

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

Moving budgeted line items was tabled until the next meeting.

Circulation for April

Library checkouts	2061	Bookmobile checkouts	553
Interlibrary loans in	347	Interlibrary loans out	442
Total circulation for April	2614		
E-books checkouts	188	E-read Illinois checkouts	23
Library attendance	466	Bookmobile attendance	98
Curbside attendance	4		

The library received the preliminary notice of IMRF Contribution Rate of 13.77% for Calendar Year 2022.

The board reviewed the preliminary working budget for FY 2021-2022.

The Per Capita Grant was not discussed at the meeting on April 27, 2021 with Illinois State Library Director, Greg McCormick.

Checks were distributed to board members for board mileage. The mileage rate is .575 cents per mile.

The board completed part one of the Library Director Evaluation.

Staff salaries and minimum wage requirements were reviewed by the board.

The board reviewed the following policies:

Meeting room agreement was approved with corrections.

Fine free policy had no action taken.

Fisher moved with a second by Pullen to approve the library card requirements policy. Motion carried. Library materials policy was approved with no changes. Computer, wireless internet and internet policies no action taken.

Steve Futrell, ERATE Funding Solutions filed the E-Rate FY21 (07/01/21 – 06/30/22) FCC Form 470 #210014838, Application for Funding for Category 1#2 – Internet Service. Form 486 (Children’s Internet Protection Act requirements) has been filed. MTC , our new service provider, has been notified that we would like the bills to be discounted.

Kenny Tharp Masonry came on April 5, 9 and 14 2021 and removed the wall in front of the air conditioner units and installed a new wall. They also fixed the cement areas in front of the front door, the garage door and the two columns.

On April 27, 2021 Brockway Company, Inc. installed a new 5 Ton Goodman Air Conditioner that was damaged by the car accident.

Brockway Mechanical and Roofing Co came on April 9, 2021 and inspected the east roof taking pictures inside and outside. He thinks it is condensation. They also inspected the metal roofing due to the mold accumulation on the ceiling. No roof problems were found.

Simpson Cleaning will be contacted to clean mold on the east ceiling and paint with kilz.

The library will have Philip Lenzini prepare the Henderson County Public Library District’s Budget and Appropriations Ordinance and Levy Ordinance for FY 2021-2022.

On April 6, 2021 Director Smith called The Quill Newspaper in Stronghurst to see if they bought the newspapers on microfilm. She spoke with Shirley Linder and they do continue to send a copy of the newspaper each week to the Abraham Lincoln Presidential Library. Director Smith asked about legalities and permission for the library to upload the issues to have them digitized. The owner Dessa Rodeffer will get back to the library with that information.

The Henderson County Genealogy and Family History Society gave the library \$300.00 toward the digitizing of the yearbooks project for the before 1950 copies on April 16, 2021.

David Baxter with Oklahoma Correctional Industries sent a copy of the Digital Millennium Copyright Act of 1998 showing there are no copyright issues relative to our digitization of our newspapers. On April 21, 2021 he also asked if the library would consider sending 3 rolls of microfilm reels for them to make a demo copy for us free of charge. OCI will pay for shipping both ways with Fed-Ex.

On April 6, 2021 the library signed the website design contract and on April 14, 2021 Director Smith, Allaman and Baker attended a kickoff google meeting with the project manager and will continue working on the navigation and content.

There was nothing to report on the annual renewal of the copy machine maintenance contract.

Prop B: Fisher moved with a second by Bates to accept Brockway Company Inc's bid for 4 new furnaces. This is needed for the Rural Development Grant. Roll was called and motion carried.

On April 14, 2021 a community service worker started helping weeding the flower beds.

Summer Reading begins May 25, 2021 through July 17, 2021. The theme for this year is "Reading Colors Your World". The library will be using the READsquared app with outdoor story time all summer. Baker is putting together craft and STEM bags to be taken home and 3 in house craft days have been scheduled.

On April 10, 2021 the library held the 12th Annual Fancy Nancy Tea Party. The event was held virtually online. Baker recorded, edited and added the videos to facebook in the Fancy Nancy tea party group. Director Smith hosted a tea party with staff and 6 table hostesses. Miss Blackhawk Valley Sophie sang a song, Henderson County Fair Queen Islia Rodeffer spoke about becoming a princess and O'Brien danced. Director Smith received permission from Harper Collins Publishers to read the Jane O'Connor books.

On June 1, 2021 the library building will be 20 years old.

Other –

- 4-2-21 – Johnson Plumbing – fixed one toilet that was leaking.
- 4-5-21 – 4-10-21 – National Library Week. Tee took pictures of each employee and added to the library facebook page. Wednesday was National Outreach Day and we highlighted the Bookmobile with pictures of Cassiday and the Bookmobile.
- 4-6-21 – Office Specialist tech did the preventative maintenance on the copy machine.
- 4-6-21 – Delores Mesecher gave us \$50 donation for crafts
- 4-6-21 – Director ordered children's furniture from Demco. The furniture will be delivered 6 to 7 weeks.
- 4-7-21 – Director Smith completed the survey for the Local Cure Reimbursement. A question if there were funds spent but not reimbursed and we did in the amount of \$478.30 during March 2020 – December 2020.
- 4-13-21 – Baker established a You Tube channel for the library. Location: Henderson County IL Public Library.
- 4-14-21 – West Central Elementary School kindergarten teacher Mrs. Charlotte Ackermann said they were not able to collect pennies this year because of COVID restrictions. So the kindergarten classes held a campaign and set out a container school wide accepting change to donate to the Henderson County Public Library for two weeks. When they donate change the children get to put their name on a book for the poster. Mrs. Ackermann will present the change to the library.

- 4-14-21 – Harassment Prevention Training for all employees. This webinar will be recorded to view later. Director Smith, Allaman, Baker and Tee have completed the training.
- 4-14-21 – Virtual program with author John Sandford at 7:00 pm
- 4-15-21 & 4-16-21 – Director Smith attended the virtual conference Reaching Forward Illinois 9:30 am – 12:00pm on both days.
- 4-21-21 & 4-22-21 – Director Smith attended the virtual RSA Day event.
- 4-21-21 – ALA Chapter Advocacy Exchange: Libraries and the American Rescue Plan Act of 2021 – Director Smith attended the webinar. In addition to funding for IMLS (Institute of Museum & Library Services), the \$1.9 trillion American Rescue Plan Act of 2021 (ARPA) includes other streams of funding for which libraries are eligible.
- 4-21-21 – Director Smith attended the webinar Sexual Harassment for Managers.
- 4-27-21 – Director Smith attended the webinar RAILS Member Update. Included the FY2022 state budget outlook for Illinois Libraries and Library Systems, and the Impact of the American Rescue Plan Act by Greg McCormick, Illinois State Library Director. The future of RAILS delivery service, an update of RAILS efforts to obtain statewide funding for Electronic Databases package, the reopening of Explore More Illinois online cultural pass program.
- 4-27-21 – Outdoor storytime begins on Tuesday at 10am weather permitting. (20 in attendance).
- 4-29-21 – Outdoor storytime begins on Thursdays at 4pm

Meeting adjourned at 7:05 p.m.

Next meeting is June 7, 2021 at 5:00 p.m.

Respectfully submitted,

Sharon Eisenmayer, Secretary