

Henderson County Public Library Board of Trustees

August 3, 2020

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

The board met with staff member Cassidy.

The auditors for the library Cavanaugh, Davies, Blackman and Cramblet from Monmouth, IL picked up the financials on July 17, 2020. They will complete the audit at their office. The completed audit was delivered on August 1, 2020.

Roessler moved with a second by Fisher to approve the minutes from the July 6, 202 meeting. Motion carried.

Financial Report: Current assets are \$398,017.09. Expenses for July were \$5,827.43. Income for July was \$ 157,673.15. Raritan CD #1 balance \$55,337.79, Raritan CD #2 balance \$50,475.94. Casey State Bank CD #1 balance \$52,951.72. Casey State Bank CD #2 balance \$52,130.71. The first installment of property tax for FY 2020-2021 was received on July 27, 2020 in the amount of \$156,129.15.

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

Circulation for July

Library checkouts	3425	Bookmobile checkouts	586
Interlibrary loans in	458	Out	343
Total circulation for July	4011		
E-books checkouts	211	E-read Illinois checkouts	17
Library attendance	483	Bookmobile attendance	146

Pullen moved with a second by Painter to approve the Budget and Appropriations Ordinance 20-3 for FY 2020-2021. The amount is \$288,435.00 which is a 3% increase. Roll was called and motion carried. President Russell and Secretary Eisenmayer signed the ordinance.

Treasurer Roessler signed the Annual Financial Report for July 1, 2019 – June 30, 2020.

The following items were added to the Employee Protocol for the Reopen Plan COVID-19: Employee Protocol who test positive for COVID-19, Employee exposed but not showing symptoms, Employee protocol when they find out several days later, after the employee had worked that they were diagnosed with COVID-19 and Employee suspected or confirmed to have COVID-19 return to work.

Employee Allaman had 4 months omitted service with IMRF. Director Smith filed the paper work with IMRF to change her participation date to hire date 8-18-14. Henderson County Public Library has paid for the employer portion and Allman has paid the employee portion.

There have been ongoing problems with the LED lights. Several bulbs have been replaced, bulbs smelled burnt and bulbs were really warm. Bigger Electric will come and check the connectors in the garage. Premium Quality Lighting has tested several bulbs in California and the bulbs are working properly. The company will be returning the bulbs and asked the library to pay for the postage to return the bulbs. The library feels that they should not pay for the postage to return the bulbs.

The Summer Reading Program will have a curbside sack lunch party on Saturday August 8, 2020 from 11:00 am to 1:00 p.m. Rick Brammer will have a Huge Bubbles Show and Bill Douglas has done caricature drawings for prizes. Summer Reading program had 113 children register, 89 children meeting their first reading goal and a total of 164,413 pages read.

The parking lot needs cracks filled and parking spaces and handicapped space painted.

The new monitor from CCS for the director with a built in camera and microphone has been back ordered.

The Per Capita and Equalization grant application will be available online October 1, 2020 and will be due January 15, 2021. A review of the Standards for Illinois Public Libraries: Serving our Public 4.0 is required by the staff. The library board will start reviewing the chapters that pertain to them at the next board meeting.

Other –

- The Director sent a letter to the middle school and elementary school principals about the bookmobile schedule and ways the library can help the schools.
- The West Central Elementary principal and the 5th grade teacher asked if we could add a link to the library web site for Renaissance Accelerated Reader bookfinder to be used with tumble books. The Director contacted Vervocity, our Website designer, and they added the link.
- ARSL conference will be held virtually for 2020 on September 28, 2020 through October 2, 2020. Director Smith registered herself, Allaman, Baker and Tee.
- RAILS working with the 2020 Census donated t-shirts, hand sanitizer and bookmarks to the library to be given to our patrons.
- Director Smith has started the application process with The Local CURE Program.
- The board reviewed the results of the recent survey.
- Director Smith viewed the recorded RAILS member update meeting.
- 7-9-20 – Allied Termite & Pest Control performed the semi- annually pest control.
- 7-14-20 – Director Smith picked up 50 more masks from the Henderson County Health Department.

- 7-17-20 – Took the Bookmobile to Absolute Transportation to have the engine oil and generator oil changed.

Meeting adjourned at 7:03 p.m.

Next meeting is September 14, 202 at 5:00 p.m.

Respectfully submitted,
Sharon Eisenmayer