

DECEMBER AGENDA

1. Call to Order – **Monday, December 7, 2020**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Minutes of the September 23rd Special Meeting
4. Minutes of the October 14th Meeting
5. Minutes of November 9th meeting – canceled
6. Financial Report for October
7. Financial Report for November.
8. Property Tax Levy received 4th installment 11-17-20, \$17,638.81 and \$45.98.
9. Casey State Bank CD comes due Jan. 10, 2021. It will roll over with renewal. Do you want to cash it out and pay the penalty as Casey State Bank Biggsville Branch is closing on December 15, 2020.
 - Banking – moving checking and money market accounts.
10. Circulation for October.
11. Circulation for November.
12. 10-23-20 – Received check from Illinois Department of Commerce for the Local CURE Reimbursement receipts for COVID-19 from March – June for \$1192.41.
13. Staff – Job evaluations. Director holds with each employee.
14. Library Closed Dates 2021: Jan. 1, May 31, July 5, Sept. 6, Nov. 25, Dec. 24, Dec. 25, Dec. 31.
 - Library Closed Dates 2021: Will the library be closed on Monday, July 5th with July 4th being on a Sunday?
15. Gingerbread House Decorating Take & Create.
 - Building houses – Nov. 6, 13, 16, 17, 18, 19. Brenda, Loreena, Mary, Tristan, Anita and volunteers, Char, Diana, Judy, Debbie G., Lynn & Jay R., Mary Ann W, Eleanor Ann W, Sally F. built 430 houses.
 - Pick up days – November 19th – 25th
 - Submit photos. Library staff will choose 5 houses from each group to be displayed at the library for voting. Houses must be at the library for display/voting by Wednesday, December 9th.
 - Houses for in person voting will take place December 10 – 19.
 - Winners will be announced Monday, December 21st.
 - Prizes awarded: 1st and 2nd place per group
 - Most Festive -Most Creative - Overall Appearance

16. Open Meetings Act Designees have to complete the training every year – Anita will complete in January.
17. Grab ‘n Go Breakfast with Santa will be Saturday, Dec. 12th from 10am – noon.
 - Flyers have been taken to West Central Elementary School.
18. Report from Director Smith of the Illinois Library Association Conference held virtually Oct. 20-22, 2020.
19. 10-19-20 – Accident – 1:15 pm Larry Sterett hit the handicapped sign and flattened it, then hit the cement blocks around the air conditioner units, and hit the first air conditioner unit turning it sideways. I called his grandson that works at Casey State Bank and Rich Lutz, Bi-County Insurance, both came right away. Rich Lutz has the insurance for Larry Sterett and the library. Rich told me to get estimates.
I received the estimates and turned into the insurance company:
 - Brockway Co.,Inc - \$3,248.00, new 5 ton Goodman condensing unit
 - Kenny Tharp Masonry Restoration LLC - \$4,500, tear down damaged wall, remove landscape bushes, construct new concrete block wall and capped. Will furnish all labor, materials,equipment and insurance. The job site will be cleaned and secured daily.
 - Barco Products - \$162.62, ADA Symbol Reserved Parking Double Arrow Fine Sign, hardware and sign post. Received check on 11-12-20 from Met Life Ins. \$7903.68
20. East Ceiling
 - Simpson Cleaning – Estimate clean mold and paint with kilz.
 - Brockway Mechanical & Roofing Co.- will come and give an estimate on roof.
21. Goals
 - Vinyl Flooring to be installed in November.
 - Painting both restrooms
 - Painting workroom
22. OCI (Oklahoma Correctional Industries) High School Yearbook Project
 - Director gave OCI permission to make digital images of our yearbooks 1950 – present with the understanding that the library will receive a copy of the images on DVD (s) at no cost. The yearbooks will be scanned in color at 300 DPI and saved in PDF format which is considered publisher quality. OCI will pay FedEx to pickup and deliver in the same condition as they were sent in. The Director understands Oklahoma Correctional Industries is a part of Oklahoma Department of Correctons and the labor used is provided by the offender population.
 - 10-21-20 – OCI emailed mailing labels and Fed Ex picked up a total of 138 volumes: Southern HS – 23 volumes, Stronghurst High School Beacon – 15 volumes, West Central HS – 13 volumes, Weaver – 22 volumes, Union HS Sabre – 24 volumes, Union HS Sabre – 12 volumes, Southern HS – 11 volumes, Echo Biggsville – 7 volumes, Memories Gladstone-Oquawka – 11 volumes. A total of 6 boxes.
 - The yearbooks that are before 1950 are \$6-\$17 per book pending the page count. We will send the volumes before 1950 once the 138 volumes are returned.

- 11-2-20 – received an email from Mark Lee confirming receipt of the yearbooks. They estimate 6 weeks on the finished product.

23. PQL – 9-21-20 -One light bulb not working on the East Wall, Director called Kent Wilson. On 10-20-20, Kent Wilson came to get the light bulb and give me an email from PQL that they will test the bulb and if it is defective due to faulty manufacturing and not due to incorrect install we will be credited for the bulb, otherwise the library will have to pay for the replacement bulb and the shipping.

24. Per Capita Grant Requirements – The Per Capita and Equalization grant application will be available online October 1, 2020, and will be due on January 15, 2021 (maybe move the deadline to March 2021).

FY2020 Requirements

Annual Report - The library must have a current Illinois Public Library Annual Report (IPLAR) on file with the Illinois State Library. The IPLAR deadlines are detailed in the Illinois Compiled Statutes (ILCS):

- For municipal (city, incorporated town, village or township) libraries, the report shall be submitted within 60 days after the expiration of the fiscal year [75 ILCS 5/4-10].
- For public library districts, the report shall be submitted on or before September 1, of each year [75 ILCS 16/30-65].

• Non-compliance/non-submission of the IPLAR is a violation of Illinois library law and jeopardizes a public library’s receipt of grant funding from the Illinois State Library. Grants affected include, but are not limited to, Public Library Per Capita and Equalization Aid; Live and Learn Public Library Construction; and Library Services and Technology Act (LSTA).

Standards Chapter Review — Library board and director to review “Serving Our Public 4.0: Standards for Illinois Public Libraries” in its entirety. Review - Chapters 2 & 3.

Trustees — Will review chapters ____ Appendices of the “TRUSTEE FACTS FILE THIRD EDITION”:

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

Education — Staff and trustees will complete at least ____

Outreach — Library staff and trustees will familiarize themselves ____

25. Other –

- 10-9-20 and 10-10-20 – Gunther Construction sealed the parking lot cracks and applied 1 sealer coat. They restriped the parking lot.
- 10-14-20 – Cale Sanberg, Brockway co. came to look over the HVAC system, air flow, the east ceiling. He took pictures and will share with their sister company Brockway Mechanical and they will come and look at the roof and the east ceiling.
- 10-16-20 – Director Smith attended a zoom meeting with the Rural Library Directors.
- 10-19-20 – Director Smith met with Vee Roberts, Assistant Librarian LaHarpe PL here at our library to explain all of the programs that HCPLD offers.
- 10-19-20 – Bob Lionberger, CCS Computers came to the library to work on public computers #2, #5 and he took #7 with him to work on at his office.

- 10-23-20 – Called J & S Electronics to come and configure the HP Laptop the Henderson County Economic Census group donated to the library to that we can have a password and add software to this laptop.
 - 10-22-20- Held last storytime outside. Loreena records storytime on Facebook group. I have asked Loreena to compile a list of equipment needed for recordings.
 - 10-26-20 – Director emailed Mrs. Lafary asking teachers if we could put together a collection of books for their classroom. Several replied they would with suggestions.
 - 10-26-20 – RAILS reduced quarantine to 3 Days.
 - 10 -27-20 – Brockway came and did the preventative maintenance changed furnace filters and checked drains.
 - 10-28-20 – ERATE – MTC Communications.
 - 11-6-20 – Allied Pest semi-annual inspection.
 - 11-7-20 – 11-14-20 – Closed the library for one week due to 3 employees with COVID-19 and 3 employees exposed.
 - 11-10-20 – Director Smith will watch recording FOIA webinar.
 - 11-12-20 – Director Smith will watch recording RSA User group webinar.
 - 11-17-20 – Director Smith will watch recording Winning Library Grant webinar.
 - 11-19-20- Family Reading Night sponsored by the Il. State Library. We printed flyers and took to West Central Elementary School. We will pull 5 books that the family can read together and add a surprise goody bag. We had 5 families participate.
 - 11-20-20 – Cassiday took Bookmobile to Absolute Transportation for generator oil change.
 - 11-23-20 – Director ordered plastic tables from Barco with the Book Sale funds.
 - Santa Claus will be at the library on Sat. Dec. 12th from 10:00 am -noon. Santa will arrive in a 1949 Dodge pickup, families can stand in front of the pickup and have their picture taken and grab and go sack breakfast of pre-order donuts, chocolate milk, or juice will be given to each family.

Next meeting is January 4, 2021 at 5:00 p.m.