

## JULY 2020 AGENDA

1. Call to Order – **Monday, July 6, 2020**, at 5:00 p.m. at the Library.
2. Roll Call

_____ Bates	_____ Fisher	_____ Roessler
_____ Eisenmayer	_____ Painter	_____ Russell
	_____ Pullen	
3. Board to meet with staff members Allaman and Baker.
4. Minutes of June 1st meeting.
5. Financial Report for June.
6. Circulation for June.
7. Reopen of the library unlocking the doors. Phase 4 of Governor Pritzker’s Reopen plan begins on June 26<sup>th</sup>, the library then unlocked the door on Monday, June 29<sup>th</sup>. Following the library’s reopen plan staff will continue to pull items in the stacks for patrons, the computers will be open and services sending faxes, making copies and scanning items.
8. RAILS delivery resumes – returns June 18<sup>th</sup> and June 25<sup>th</sup>. Full inter-library loans delivery resumes June 29<sup>th</sup>.
9. RAILS
  - 6-22-20 - Our library system RAILS is part of the REALM project and they have just released the Round 1 Test Results.  
“Results show that the SARS-CoV-2 virus was not detectable on the materials after three days of quarantine. The evaluation demonstrates that standard office temperature and relative humidity conditions typically achievable by any air-conditioned office space provide an environment that allows for the natural attenuation of SARS-CoV-2 present on these common materials after three days of quarantine.”
  - RAILS had set the quarantine of returned items to 7 days and our library has been following those guidelines.
  - As of today, HCPLD is now quarantining items for 3 days upon these test results.

The five items in this test round were:

  - (1) Hardback book cover (buckram cloth)
  - (2) Softback book cover
  - (3) Plain paper pages inside a closed book
  - (4) Plastic book covering (biaxially oriented polyester film)
  - (5) DVD case.
10. Review of prior year’s secretary minutes by two board members (Russell and Roessler) – certificate to sign at the August meeting.

- FY2020-2021 – Two board members to agree to reading the agenda, minutes and financial 15 minutes before each board meeting. See Minutes checklist.
11. Received the Award letter from Jesse White, Secretary of State for the FY2020 Illinois Public Library Per Capita Grant in the amount of \$9,163.75. Over \$15 million is being awarded this year to Illinois public libraries this year. Please be aware that due to COVID-19 and associated social distancing guidelines, these funds may be significantly delayed. With that in mind, libraries have until December 31, 2021 to expend FY2020 per capita funds. The FY2020 expenditures report must be submitted with the FY2022 application, due January 15, 2022.
  12. Personnel
  13. Non-Resident Card Fee FY2020-2021- – Vote to participate, the formula used and the fee to charge. Ordinance No. 20-2  
 Each year, Illinois public libraries are required to submit a form to RAILS by July 1 stating their participation status. The board's decision to participate in the Illinois Non-Resident Card program must be decided annually by library's Board of Directors. The minimum fee Henderson County PLD can charge for a non-resident card is: \$76.39. The minimum fee calculator for general mathematical formula is based on: library income from local property taxes, service population and average household size (per latest official U.S. census).
  14. The annual Audit is to be scheduled for July with Cavanaugh, Davies, Blackman & Cramblet, Monmouth, IL.
  15. Premium Quality Lighting - LED lighting for the outside fixtures, Kent Wilson Sales Energy
    - 5-18-20 Director called to order 4 inside light bulbs.
    - 5-21-20 – Kent Wilson brought their electrician and he checked the light fixtures and found them to be working properly. They found that we have 10 light bulbs that are out.
    - 6-11-20 – Kent delivered and installed 6 LED indoor light bulbs. He will order 3 more LED lights.
  16. End of Summer Reading will be on July 31, 2020.
  17. Other –
    - 6-4-20 – Director Smith attended via Zoom the RAILS member update. RAILS plans for delivery based on survey feedback from members, the latest information from the IMLS committee studying the physical handling of library materials.
    - 6-6-20 – Saturday Curbside service began in the library and on the Bookmobile.
    - 6-8-20 – Summer reading begins with the app READsquared through 7-31-20.
    - 6-9-20 – Director Smith attended via phone call, Congresswoman Bustos webinar with the Library of Congress Librarian Carla Hayden
    - 6-10-20 – RSA Remote Roundtable – Delivery.

- 6-11-20 – PQL, Kent Wilson delivered 6 LED light bulbs and installed indoors. He will order 2 more LED light bulbs.
- 6-16-20 – ILA Special Legislative Update – Governor Pritzker signed the FY2020-21 budget (Public Act 101-0638) on June 12, 2020, and that this budget includes increases in the per capita grant rate for both school and public libraries, from \$1.25 per resident to \$1.475. These statutory amounts have not been raised since 1995.
- 6-17-20 – Casey State Bank presented Library Director Smith with a check for \$500 for a community donation.
- 6-24-20 – CCS – ordered a monitor for Director computer that has a built in camera and microphone.

Next meeting is August 3, 2020 at 5:00 p.m.