

## JULY AGENDA

1. Call to Order – **Monday, July 8, 2019**, at 5:00 p.m. at the Library.
2. Roll Call

<u>      </u> Bates	<u>      </u> Fisher	<u>      </u> Roessler
<u>      </u> Eisenmayer	<u>      </u> Painter	<u>      </u> Russell
	<u>      </u> Pullen	
3. Minutes of June 3rd meeting.
4. Financial Report for June.
3. Circulation for June.
4. Review of prior year's secretary minutes by two board members (Russell and Bates) – certificate to sign at the August meeting.
5. 6-26-19 – Director Smith attended the webinar sponsored by RAILS taught by HR Source “Strategies for Minimum Wage Compliance & Other Wage & Hour Updates:
  - Minors under the age of 18 working 650 hours or less during the calendar year.
  - Record keeping is a must – track every minor and on their birthdate when they turn 18 years of age the pay rate must increase. You cannot wait for the next pay period.
  - Timekeeping Requirements – Employers must keep “true and accurate records of the name, address, and occupation of each of his employees, the rate of pay, and the amount paid each pay period of each employee, the hours worked each day in each work week by each employee.”
  - An employer who fails to comply with these provisions will be subject to a penalty of \$100 per affected employee.
  - Travel and Business Expense Reimbursements Act –Policy. Cell phones – if we are requiring the employee to use their personal cell phone, then the library should give such employee a stipend of \$5 or \$10 each pay period. Need to add to the policy.
  - Nursing Mothers – provides for paid work time
  - FSLA – proposed rule update
  - Pay Grade Scale – HR Source is offering a one day training on how to set up.
6. Personnel
7. Job Description – Change the title High School Shelver to job description: Shelver and remove from Qualifications.
8. Burlington Glass – West entryway windows and caulking of all others except the east window.
9. Rural Development Grant - Director had Michael Bohnenkamp, Stone Hayes Associate Director perform the:

- Accessibility Self-Evaluation for Structural Barriers
- Non-Architectural Barrier Self Evaluation Guide
- Accessibility Transition Plan - there are none
- Brockway – Three air conditioner units ordered

10. The annual Audit is to be scheduled for July with Cavanaugh, Davies, Blackman & Cramblet, Monmouth, IL.

11. Computers – Operating System Windows 7 is on -- Six of the staff computers, bookmobile laptop and the genealogy room. After January 14, 2020, Microsoft will no longer provide security updates or support for PCs running Windows 7.

- Purchased 4 CPU's from CCS for \$645 each
- Purchased Brother Printer Black Ink from CCS for \$250
- Next Fiscal year will need to purchase a laptop for the Bookmobile and 2 more staff CPU's

12. Premium Quality Lighting - LED lighting for the outside fixtures, Kent Wilson Sales Energy Advisor performed the audit on 5-31-19. The flag pole and the light that shines on the HCPL sign on the front of the building are both screw in flood lights. There is an Ameren Rebate for the 2 screw in flood lights for a rebate of \$70.00. The other 6 outside lights are pin lights and there is not an Ameren Rebate for those. Total cost for the Outside LED project is \$149.00. Director Smith received approval to do the outside project from Russell and Pullen. The LED lights will be shipped directly to the library, they are on backorder and will be shipped the second week of July.

13. RAILS – Find More Illinois – Find More Illinois expands resource sharing and facilitates discovery and interlibrary loan for Illinois libraries and their patrons. It provides a single discovery interface that draws from the online catalogs of participating libraries.

Anyone can search multiple Illinois library catalogs at once. Patrons and staff of participating libraries can log in to place requests. When staff fill requests, items are delivered to the requesting library through the RAILS delivery service.

Anyone can search the Find More Illinois catalog, but only patrons and staff of participating libraries are able to place interlibrary loan requests.

Participation is open to any interested Illinois library of any type—academic, public, school, or special. Participation is voluntary, not required.

- Implementation fee - \$100
- Annual Membership Fee - \$400

14. End of Summer Reading Party will be on Saturday July 20, 2019, I will need some board members to serve the lunch, would you be willing? Drew Bailey and Kadie Dieckow have been volunteering on Tuesday mornings. Summer reading kids registered: 234 – Library and 20 are using the Bookmobile. The kids have read 1,751 books and if they

reach the goal of 5,000 books read...Director Smith has to possibly be taped to the wall, 87 have met their goal

15. HR Source (formerly Management Association) 2019 Library Survey Report

- The survey contains data from 144 Illinois libraries. The 2019 edition reports base pay compensation for 6,884 employees specific positions, which is broken out by budget, population served, and employment size. Additionally, several benefit questions were added and/or written to provide more meaningful data to survey participants and users. It is their hope that we will use this data to benchmark your current practices, make sound business decisions and stay competitive with the market. RAILS provides this service to libraries with HR Source.

16. U. S. Census 2020 -- A U.S. Census recruiter is coming to the Henderson County Public Library on Tuesday, July 2nd, 8:30 am to 11:30 am for interested applicants. . Applicants must be 18 years or older and born in the United States. Applications will be submitted online with the assistance of the recruiter. Successful applicants will earn \$16.00/hour.

17. Illinois Library Association (ILA) Annual Conference will be held in Tinley Park, IL, October 22 – 24, 2019. The early bird rate is due by Sept. 1 2019. Director Smith is registered and will split the cost of the hotel with Carthage Public Library.

18. Other –

- 6-4-19 – Tuesdays make-it take-it crafts, storytime and Rhonda Olson from Rhonda's Greenhouse & Gifts in Oquawka brought marigold, and potting soil in pots for the children to plant a flower – 70 kids.
- 6-5-19 – Held first movie day with 0 in attendance.
- 6-6-19 – Kids movie day with 12 in attendance.
- 6-9-19 – Director Smith & Cassiday took the Bookmobile to the Fairview Acres Barn open house from 1 pm – 6 pm. Sarah gave tours of the bookmobile and Smith handed out library bookmarks. We registered 3 new library cards. We set up a table with library brochures, bookmobile schedules, summer reading and movie lists.
- 6-11-19 – 100 Kids made stepping stones, Gladstone Health Dept. crafters brought succulents for the children to plant and take home, they had 70 children. Along with storytime.
- 6-18-19 – Anna Damos, Illinois Ag in the Classroom coordinator presented a program to the children “Grow It Corn”.
- 6-25-19 - Five ladies from Flying Hooks and Needles brought several items they have made and items they are working on to show the children.
- 6-26-19 – Roessler brought in the engraved name plate to be placed on the flag stained glass picture in memory of Art Kane.
- Putnam Museum Pass can now be checked out for 7 days, holds can be placed in Workflows.
- Julie's Little Library to be placed in Stronghurst.
- Purchased t-shirts for summer reading to tie-dye from Goff Screen Printing.

Next meeting is August 5, 2019 at 5:00 p.m.