

## AUGUST AGENDA

1. Call to Order – **Monday, August 3, 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 member Cassidy
4. Auditors, Cavanaugh Davies Blackman & Cramblet, Monmouth, IL,-- came to pick up all of the financial on July 17, 2020 and took to their office to complete the audit.
5. Minutes of July 6th meeting.
6. Financial Report for July.
7. Circulation for July.
8. Budget & Appropriations Ordinance FY2020-2021 – Ordinance 20-3 vote
9. Annual Financial Report for July 1, 2019 – June 30, 2020 will need treasurer signature.
10. Reopen Plan COVID-19 Pandemic – addition of Employee Protocol:
  - 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 has worked, that they were diagnosed with COVID-19
  - Employee suspected or confirmed to have COVID-19 return to work
11. Personnel –
12. PQL – LED light bulbs
  - 7-3-20 – Kent Wilson delivered replacement bulbs
  - 7-6-20 – The outside light above in the entryway closest to the building is on at night. It is strange because, all last winter it was off. Kent Wilson delivered a replacement bulb in March.
  - 7-6-20 – Bigger Electric- Ross came to test the light fixtures voltage. The two he checked were at the correct voltage. He will come back and check the connectors in the garage at a later date. Bigger said that these bulbs are a tight fit, hard to get screwed into the fixture and its possible the inside clip works itself away from the bulb as it heats. One of the bulbs was really warm and smelled burnt. Each of the fixtures has a glass cover and the covers do not fit with this bulb size.
  - 7-10-20 – Kent Wilson called and said that the company has tested 6 of the bulbs and 4 of the 6 are working, the other 2 are defective. So the company will return

the 5 working bulbs to us. The company has asked the library to pay for the tag to return the bulbs. The library director told Kent Wilson - the library has spent a lot of money with them and we still do not have all bulbs lighting and I do not feel that the library should pay for the shipping. A total of 9 bulbs have been taken with 3 replaced. PQL is thinking it is something about our fixtures. The director asked Kent if there is a smaller sized bulb that would fit our fixture? He said not normally as he took what we had and did the conversion to LED.

- 7-16-20 – Once the lights were turned on in the morning, about 40 minutes later the inside of the library had a burnt smell. At 10:00 am Director arrived and the entire inside smelled burnt. As she walked to the back east corner it is really strong. Director called Bigger Electric, he said to shut off this bank of lights and he will try to come later. Director called Kent Wilson PQL and left a message, I am quite concerned.

### 13. Summer Reading 2020-

- 112 children were registered
- 74 of the children met their first reading goal.
- Lunch Curbside - Curbside Party to be held Saturday August 8, 2020, 11:00 am – 1:00 pm – Let me know if you can help.
- The children have read a total of 94,457 Pages
- Three age groups: 0-8; 9-11; 12-15.
- Entertainment - Huge Bubbles Show with Rick Brammer
- Prizes to be awarded - caricature drawing by Bill Douglas done ahead by email.

### 14. Building Maintenance and Goals

- Parking Lot – needs cracks filled.
- Parking Lot – needs parking spaces and handicapped space painted. Does anyone know where we could borrow a stripe-rite parking lot striper?

15. CCS – Ordered a monitor for the director with a built in camera and microphone. Bob Lionberger will deliver when it comes in. Shipping has been delayed

16. 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.

**FY2021 Requirements** – the requirements will be posted in the next few weeks. The staff will be required to review the *Standards for Illinois Public Libraries: Serving our Public 4.0* in its entirety. The board will need to review all chapters pertaining to them as well.

### 17. Other –

- 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.

Next meeting is Sept. 14, 2020 at 5:00 p.m.

