

Henderson County Public Library Board of Trustees Meeting

October 12, 2020

President Russell called the meeting to order at 4:55 p.m. Present were Bates, Eisenmayer, Painter, Pullen, Roessler, Russell, Director Smith and Accounting Clerk Hilligoss. Fisher was excused.

There was no action taken on the minutes of September 14th Special Meeting for the Tax Levy Ordinance 20-4.

Pullen moved with a second by Painter to approve the minutes from the September 14th 2020 regular meeting. Motion carried.

Bates moved with a second by Roessler to approve the minutes from the September 23, 2020 Special Meeting. Motion carried.

Financial Report: Current assets are \$427,433.80. Income for September was \$72,584.51. Expenses for September were \$22,603.30. Raritan CD #1 balance \$55,511.94. Raritan CD #2 balance is \$50,639.11. Bank of Stronghurst CD #1 balance is \$52,429.59. Casey State Bank CD #1 balance is \$52,951.72.

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

Circulation for September

Library checkouts	2070	Bookmobile checkouts	588
Interlibrary loans in	403	Interlibrary loans out	415
Total circulation for September	2658		
E-books checkouts	188	E- read Illinois checkouts	49
Library attendance	495	Bookmobile attendance	128
Curbside attendance	16		

The library cashed CD#2(at maturity) at Casey State Bank and opened an 18 month CD with this money at Bank of Stronghurst with a rate of 1.1%. The signature holders on the CD are Russell, Eisenmayer and Roessler. The Bank of Stronghurst requires a copy of the board minutes stating the opening of the CD and the Signature holders.

Raritan Bank CD#1 renewed on October 6, 2020 with an interest rate of .80%. The next maturity date will be October 6, 2021.

On September 25, 2020 Director Smith opened a checking account and money market account at Raritan State. Russell, Eisenmayer and Roessler are signature holders on these accounts. The two CDs at Raritan State Bank have been updated with Russell, Eisenmayer and Roessler as signature holders.

The library received on September 24, 2020 the 3rd installment of property tax in the amount of \$72,322.55.

On September 29, 2020 Director Smith set up online accounts in order to change banking account and routing numbers to Raritan State Bank for automatic payments and deposits. The accounts involved are Ameren, Nicor Gas, Frontier, US Cellular, First Choice Technology/Country Connect and Illinois State Comptroller for Personal Property Replacement Tax and Per Capita Grant.

The internet safety policy for children will be discussed at the November meeting.

Steve Futrell with ERATE filed form 470 for a rate decrease for schools and libraries because of COVID on September 30, 2020. MTC Communications fiber optics will be available on January 1, 2021 in Biggsville with faster internet and WIFI.

Director Smith will hold meetings with each staff member during October. She will go over job duties, job performance, ideas and concerns.

Association of Rural and Small Libraries held a virtual conference titled "SOAR with libraries Sharing our amazing resources on Monday September 28, 2020 through Friday October 2, 2020. Director Smith shared the reports from herself, Allaman, Baker and Tee who attended the virtual conference.

Illinois Library Association Conference will be held virtually on October 20, 2020 through October 22, 2020. The conference is titled "Many Libraries, One State – We Are ILA. Director Smith is registered to attend.

Director Smith completed and emailed the Workers Comp Audit to Pekin Insurance Company on September 14, 2020.

The board reviewed Chapter 1 of the Standards for Illinois Public Libraries: Serving Our Public 4.0. There are several requirements for the Per Capita and Equalization Grant and the board and staff will be completing more of these requirements in the future.

Gunther Construction Company filled the cracks, single seal coated and line striped the parking lot on October 9, 2020 and October 10, 2020. The cost for this project is \$4,303.87 and will be taken from reserve for capital improvement.

The estimate from Floor Coverings Direct for materials to replace the entryway and both restroom floors is \$1,977.32. The estimate from Ron White to install the flooring is \$1,541.00. These will be paid from reserve for capital improvement.

Prop B: Bates moved with a second by Eisenmayer to install new flooring in the entryway and both restrooms with an estimated cost of \$3,518.32. Roll was called and motion carried.

Other –

- A light bulb is out on the east wall. Director Smith contacted PQL Lighting.
- The Board discussed the mold on the east wall of the library.
- 9-2-20 – Director Smith submitted the Back to Books Grant Offering online to the Illinois State Library.
- 9-3-20 – Southeast Iowa Garage installed the seal around the garage door and a seal along the bottom of the garage door.
- 9-9-20 – CCS Computers Bob Lionberger delivered a refurbished desktop CPU with a faster speed for Allaman.
- 9-16-20 – Director Smith submitted Local CURE Reimbursement receipts March – June. \$1392.42.
- Sidewalk Book Sale was held Friday Sept. 25th 8am – 6pm and Saturday Sept. 26 8am – 4 pm. Very well attended. LaHarpe PL assistant director came at closing on Saturday and we donated several boxes of books to them.
- Nov. 3, 2020 the library meeting room will be a polling place for the General Election.

Meeting adjourned at 6:40 p.m.

Next meeting is November 2, 2020 at 5:00 p.m.

Respectfully submitted

Sharon Eisenmayer, Secretary