

Henderson County Public Library Board of Trustees Meeting  
May 4, 2020

President Russell called the meeting to order at 5:02 p.m. Present were Bates, Fisher, Painter, Pullen, Roessler, Russell, Director Smith, and Accounting Clerk Hilligoss. Eisenmayer was excused.

Pullen moved to accept the minutes from the March 2, 2020 board meeting with a second from Bates. Motion carried.

Painter moved to accept the minutes from the Emergency Board Meeting on March 17, 2020 with a second from Roessler. Motion carried.

Financial report for March:

|                             |                       |                            |
|-----------------------------|-----------------------|----------------------------|
| Current assets \$309,808.88 | Total Income \$993.03 | Total Expenses \$15,827.17 |
|-----------------------------|-----------------------|----------------------------|

Prop A: Bates moved to approve the March financial report with a second from Pullen. Roll was called and motion carried.

\$50.00 was received from Security Savings and \$200.00 was received from Raritan State Bank for the summer reading program.

April financial report:

|                             |                        |                            |
|-----------------------------|------------------------|----------------------------|
| Current assets \$295,853.73 | Total Income \$1214.37 | Total Expenses \$15,169.75 |
|-----------------------------|------------------------|----------------------------|

Prop B: Painter moved with a second from Roessler to approve the April financial report. Roll was called and motion carried.

Circulation for March and April:

|                            |                           |
|----------------------------|---------------------------|
| Library checkouts 2924     | Bookmobile checkouts 793  |
| Interlibrary loans out 201 | Interlibrary loans in 166 |
| E-books 220                | E-Read Illinois 23        |
| Library attendance 457     | Bookmobile attendance 317 |
| Meeting room used 4 times  |                           |
| Tumblebooks Library 364    | Tumblebooks School 84     |

Preliminary Notice of IMRF Contribution Rate for 2020-2021 is 15.53%

We glanced at the preliminary working budget for 2020-2021.

Mileage checks were passed to board members for the year.

Fisher moved with second from Bates to have the Board positions stay the same for the 2020-2021 fiscal year. Motion carried.

We reviewed staff salaries. Board still needs to meet with Allaman, Baker, and Cassiday in June.

Due to the Corona Virus 19, the library was closed to the public beginning March 19, 2020 until further notice.

RSA is extending due dates for all currently checked out materials to June 1, 2020 unless otherwise notified.

All April events have been cancelled. Allaman will make posts three times per day on facebook.

Employees are working from home and keeping a spreadsheet of webinar trainings, etc., weekly. Smith continues to work at the library everyday and Hilligoss comes in to do payroll and other accounting duties.

Director Smith ordered two sneeze guards for circulation counter from RCS Plastics for \$165.00@.

Director Smith has viewed several webinars concerning the COVID 19 virus and how it affects the library.

Director Smith developed a Library Director Succession Plan in case it becomes necessary. Roessler moved with a second from Bates to approve the Succession Plan. Motion carried.

Director Smith discussed a re-open plan. It was decided by most board members to wait until June 1 meeting to put it into effect.

Prop C: Bates moved with a second from Pullen to retain Phil Lenzini, Peoria, IL as lawyer for next year to review the Budget & Levy and the Budget and Appropriations Ordinance. His fee has increased by \$250.00 making it \$1250.00/year. Roll called, motion carried.

Prop D: Painter moved with a second from Bates to approve the renewal of the maintenance contract for the copy machine with Office Specialists. Roll called, motion carried.

On March 19, 2020 TumbleBooks announced it would make its family of online libraries available for free to all public libraries until at least August 31, 2020. Director Smith worked it out with Vervocity to have these icons added to our website for a cost of \$99.00. Added databases are TumbleMath, TumbleBook Cloud, AudioBookCloud: all ages, and RomanceBookCloud: Adults.

The Summer Reading Program begins May 26, through July 18, 2020. Details are still being worked out by staff. The theme for this year is "Dig Deeper Read". Virtual storytime is being held now on Tuesday mornings and will continue all summer. Loreena Baker is putting together craft bags to send home with children.

The Fancy Nancy Tea Party was cancelled this year. However, the 11<sup>th</sup> Annual Fancy Nancy Tea Party was held Virtually online. Smith received permission to read "Fancy Nancy Books" online for one day. Books were read by Henderson County Fair Queen, Jr. Miss, and Princess. Miss Blackhawk sang "I'm a Little Princess". Loreena recorded videos sent to her and posted them on facebook with scheduled times.

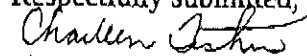
Director Smith reported on the various Webinars she has listened to while library is closed and surveys she has filled out.

The Library received \$86.00 from the West Central kindergarten classes for the collection of pennies.

Meeting adjourned 7:47p.m.

Next meeting will be June 1, 2020 at 5:00 p.m.

Respectfully submitted,

  
Charleen Fisher,  
Secretary pro-tem