

Henderson County Public Library Board of Trustees

July 6, 2020

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

The board met with staff members Allaman and Baker.

Pullen moved with a second by Roessler to approve the minutes from the June 1, 2020 meeting. Motion carried.

Financial Report: Current assets are \$266,171.37. Expenses for June were \$17,354.79. Income for June was \$1,315.13. Raritan CD#1 balance \$55,253.71. Raritan CD#2 balance \$50,397.18. Casey State CD#1 balance \$52,734.79. Casey State Bank CD#2 balance \$52,130.71.

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

Circulation for June

Library checkouts	2560	Bookmobile checkouts	589
Interlibrary loans in	206	Out	419
Total circulation for June	3149		
E-books checkouts	256	E-read Illinois checkouts	38
Library attendance	315	Bookmobile attendance	155

The library unlocked the doors on Monday June 29, 2020. The 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.

RAILS is part of the REALM project that has just released the Round 1 test results for SARS-COV-2 on materials. Results show that the virus was not detectable on materials after 3 days of quarantine. The library is now quarantining items for 3 days.

Russell and Roessler signed the certificate that they had read the prior year's secretary minutes. Bates and Fisher agreed to read the agenda, minutes and financial report 15 minutes before each board meeting for the FY2020-2021.

On June 4, 2020, the library received an award letter from Jesse White, Secretary of State for Illinois, for the FY2020 Illinois Public Library Per Capita Grant of \$9,163.75. The funds may be significantly delayed because of COVID-19. The libraries have until December 31, 2021 to expend the FY2020 per capita funds.

Accounting Clerk Hilligoss has reduced his hours to 2 days a week at the library. IMRF has been notified of his reduced hours.

Fisher moved with a second by Pullen to participate in the Illinois Non-Resident card program. The minimum fee is \$76.39, for the FY2020-2021. The formula for determining the fee is based on library income from local property taxes, service population and average household size.

The annual audit is scheduled for July with Cavanaugh, Davies, Blackman and Cramblet of Monmouth, IL.

Kent Wilson with Premium Quality Lighting brought their electrician and checked the light fixtures and found them to be working properly. Kent delivered and installed 6 LED indoor light bulbs and he will order 3 more LED lights.

Summer Reading program will end on July 31, 2020.

Fisher moved with a second by Pullen to reimburse 2 employees for the purchase of READsquared software used for the summer reading program. It was determined by the board that the library should pay the entire invoice of \$395.00. Motion carried.

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.
- The library signed up for an Amazon business account which is \$79.00 for the first year. This allows free shipping and tax exempt status.
- The Putnam Museum pass has expired.
- The library signed a 36 month contract with Aspen Energy for Ameren Electricity. The rate will be 0.5135. Contract date is April 2020 through April 2023.

- The library signed a 36 month contract with Aspen Energy for Nicor Gas. This contract begins May of 2021. The rate will be 0.320. Contract date is May 2021 through May 2024.
- Office Specialists merged with Advanced Business Systems in Moline, IL. They hold the contract for the copy machine.
- Alliance Digital Media Library (E-books) is raising their fee from \$586.00 to \$733.00 for FY2021-2022.
- AARP driver's course has cancelled all events till January 2021.
- Pekin Insurance conducted a phone audit.

Meeting adjourned at 7:00 p.m.

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

Respectfully submitted,

Sharon Eisenmayer, Secretary