

February 6, 2023

President Russell called the meeting to order at 5:02 p.m.

Roll Call: Day, Gullberg, Pullen, Hinshaw, Russell, Painter, and Fisher were all present. Smith, Lambert, , Allaman, and Jack Escorcía were also present.

The Board met with Mary Allaman to discuss her position at the library and suggestions she may have to improve the library.

Minutes from the January 9th, Board Meeting were approved by Pullen and second by Day, motion was then carried.

Prop A – Financial Report: 1st Painter, 2nd Fisher, All approved and motion carried.

Financial Report:

Current Assets as of January 31, 2023 are \$ 465,313.50

Expenses for January 2023: \$ 20,482.45

Income: \$ 3,643.16

Raritan CD #3: \$ 56,594.22

Raritan CD #4: \$ 51,871.46

Stronghurst CD #1: \$ 53,459.04

Stronghurst CD #2: \$ 53,768.61

CD – Stronghurst Bank – CD#2 matured on 1-14-23 and was rolled over. The interest rate on this certificate changed to 3.40% with an annual percentage of 3.40%.

Circulation for January 2023

Library Checkouts: 2,513

Bookmobile Checkouts: 1,246

Interlibrary Loans in: 245

Interlibrary Loans out: 318

E-books checkouts: 234

E-read Illinois: 25

Library Attendance: 530

Bookmobile attendance: 587

Curbside attendance: 0

New Users: 8

Hoopla Checkouts: 68

Meeting room use: 8

Library spaces use: 17

Website visits: 640

IMRF – The Board appointed the new Library Director Yesenia Lambert as the IMRF Authorized Agent by adopting a resolution, signed by the Board Secretary on 1-9-23.

Jack Escorcía attended the February board meeting. Mr. Escorcía will be taking Trustee Fisher's position on the board.

Staff - Board decided Director Lambert's first review would be in July. Director Smith's last day will be March 10, 2023. Director Smith spoke at the February meeting discussing highlights from her years supporting and working at the Henderson County Library.

Per Capita Grant Requirements – Director Lambert submitted on 1-17-23. Lambert received a verification email.

Personnel Policies and Procedures – Director Lambert explained the criteria associated with the Paid Parental Leave Policy. Pullen motioned to approve the policy. Gullberg 2nd the motion. All approved.

Certificate of Status of Exempt Properties – Board President Diana Russell signed on 1-09-23. Directors Lambert and Smith took to the Courthouse on 1-12-23. Director Lambert was given a tour and introduced to employees at the Courthouse.

Bank of America Credit Card – Removed Director Smith from the account and added Director Lambert as the Authorized Officer for the account. Faxed in on 1-23-23. Director Lambert received a verification letter showing they received the paperwork. The library also received a check from cashing in their Cash Back bonus points.

Swank Movie License invoice came in 1-21-23, \$364.00. Good through 1/01/23-12/31/23. Movies are listed on the library website. The movies are usually available every no school day at 2:00 pm, the 3rd Saturday of every month at 10:00 am, and Adult Matinees every Wednesday at 1:00 pm.

RAILS Annual Certification for 2023. - 1-12-23 Director Lambert completed the Annual Certification, as required by the Illinois State Library for library system membership. [23 Ill. Adm. Code 3030.200(a)(2)(I)]

New Library Hours were approved. 1st – Gullberg, 2nd Day, Motion was approved. Will start 2-23-23.

Monday – 9:00 a.m.-5:00 p.m.
Tuesday - 9:00 a.m.-5:00 p.m.
Wednesday - 9:00 a.m.-5:00 p.m.
Thursday - 9:00 a.m.-7:00 p.m.
Friday - 9:00 a.m.-5:00 p.m.
Saturday - 8:00 a.m.-1:00 p.m.

Hoopla a digital media service. The library will need to add more money to the account before the end of the fiscal year. - Patrons can instantly borrow eBooks, audiobooks, movies and more 24/7 with your library card. It is a pay as you go company with an app that is easy to use. In the beginning the library signs a contract and is required to pay a minimum down payment based on population. The library can set spending limits, and the number of checkouts per month. There are no holds and every title is available for simultaneous use.

The Board must appoint a staff member to be the Open Meetings Act designee. This person can be the FOIA officer as well. The OMA designee then must complete the training annually. Board members are required to take the OMA training only once. Any new board member must complete the training within 30 days.

1-13-23 Director Lambert completed the online training for both the Open Meetings Act and the Freedom of Information Act.

Library Trustee positions and terms.

President – Diana Russell, April 2024.
Vice-President – Thomas Pullen, April 2027
Secretary – Heather Hinshaw, April 2024
Treasurer – Jennifer Painter, April 2027
Charleen Fisher, April 2028 will now transfer to Jack Escorcía
Brooke Day – April 2028
Miranda Gullberg, April 2028

Generator: Illinois State Library “On the Road to Recovery: Transforming Library Spaces” Grant
1-10-23 Director Smith and Lambert attended the COAD meeting at the Health Department to discuss the Disaster Management Plan. The Henderson County Public Library will be a location that people can sign-up to volunteer during a disaster. Library will also be one of the heating and cooling centers in the county during the hours of operation. The fire department and ambulance buildings are the 1st locations during a disaster, but the library could be contacted to be open during non-business hours.

1-20-23 Director Smith and Lambert met with Angela Myers to go over writing a policy for the generator and came up with a plan of action during a disaster. This plan will hopefully be a collaboration of services and facilities throughout the community.

Library Days and Dates to Remember 2023 – in board binders behind the legal tab

Upcoming Program Schedule

January – Lego Contest – Kids
February – Blind Date with a Book – Adult
March – Pot of Gold Reading – Kids
Fancy Nancy – Table Hostesses are still needed
April – Donation Book Sale
May – Summer Reading Kick-off

Books for Blind Date with a Book and Pot of Gold were wrapped by a volunteer needing community service hours.

Future goals for the Library and the Bookmobile - Install new carpet, fresh paint, mural next to the children’s area, and possibly adding security cameras for the library. Director Lambert will get quotes for painting and bring them to the next board meeting.

Other –

1-9-23 PM on the furnaces and filters changed by Brockway

1-10-23 Director Lambert, Allaman, and Tee attended 1 of 2 webinars on the IMRF Authorized Agent Workshop Series

1-21-23 Retirement Party held for Director Smith at the Library from 1:00-4:00 p.m. Many in attendance

1-24-23 Director Lambert, Allaman, and Tee attended 2 of 2 webinars on the IMRF Authorized Agent Workshop Series.

Russell Liston is raising money for the Old Biggsville High School pictures that he has in his possession.

Mr. Liston is hoping to put them in jackets and add them to the racks at the library.

2-1-23 World Read Aloud Day – Director Lambert and Loreena Baker attended WC Elementary to read to students.

Meeting was adjourned at 6:27 pm

Next meeting is March 6, 2023 at 5:00 pm