

OCTOBER AGENDA

1. Call to Order – **Monday, October 10, 2022**, at 5:00 p.m. at the Library.

2. Roll Call

_____ Day
_____ Fisher

_____ Gullberg
_____ Hinshaw
_____ Painter

_____ Pullen
_____ Russell

3. Precision Energy solar panels Proposal Presentation

- 9-8-22 – Director Smith, Russell, Fisher met with Brian Fleming presentation to discuss solar panels
- 9-26-22 – Brian Fleming presented the proposal to Director Smith and Russell

4. Minutes of the September 12 meeting

5. Minutes of the September 12 Director Search Committee meeting

6. Minutes of the September 20 Director Search Committee meeting

7. Financial Report for September.

8. Circulation for September.

9. CD – Raritan State Bank CD

- 10-6-22 – Diana Russell cashed the CD for \$56,252.91 And moved into a 13-month CD with rate of 1.90% and an APY of 1.92%

10. Property Tax – 9-22-22 received the 3rd installment \$86,678.93

11. Library Director Search

- 9-22-22 and 9-28-22 The committee held 3 in person interviews
- Salary for the New Library Director - Vote
- Health Insurance for the New Library Director
 - The Library Insurance Management and Risk Control Combination
 - Crossroads Insurance Agency

12. Personnel Policy – Review

Full time Staff Vacation Schedule

After 1 - 4 years of service 5 days at their hourly wage

After 5 - 9 years of service 10 days at their hourly wage

After 10 - 20 years of service 15 days at their hourly wage

After 21+ years of service 20 days at their hourly wage

Earned vacation must be taken on a fiscal year basis. The fiscal year is July 1 through June 30

13. Office Specialist – need one more fireproof file cabinet for the accounting clerk

- Main Fire King File – 25” Deep, Platinum color - \$2675

14. MTC Communications

- 9-15-22 installed the 3 new desk phones and 1 cordless phone
- 9-19-22 Filed forms to receive a dedicated phone line for the monitor fire alarm system

15. Johnson Controls

- 9-19-22 – Director called Johnson Controls to move the library offline for 30 days. When MTC Communications has the dedicated phone line installed, Johnson Controls will need to come and hook up.

16. ERATE

- 9-19-22 filed the E-Rate Funding FCC form 470 for Internet Access Services funding for (July 1, 2023 – June 30, 2024)

17. Emergency Connectivity Fund Program administered by Universal Service Administrative Co. The Emergency Connectivity Fund Program will reimburse schools and libraries for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning. What's Covered: The fund will reimburse reasonable costs of eligible equipment such as Wi-Fi, hotspots, modems, routers, devices that combine a modem and router, connected devices, and eligible broadband connections.

- 8-31-22 – Federal Communications Commission representative called to tell me that our ECF disbursements have bounced back, and they were just getting through their list to phone our library. The Henderson County PLD has a registration with the FCC CORES, however, is needs updated as it lists the previous director. He was to send me the link to watch videos to learn how to update the information. To receive disbursements this registration needs updated. He was going to try and help me with our sam.gov account as I have not been able to delete our old bank from the account. If he can get this straightened out, we will receive our disbursements.
- 9-12-22 & 9-14-22 – FCC Nelson Davis called me to go into our sam.gov account and remove the one bank account, Director Smith was finally able to remove one bank. Director Smith went back in and updated the banking information. Nelson is trying to help me get this account corrected as disbarments will go out by the end of their fiscal year of 9-30-22
- 9-26-22 – FCC disbursements direct deposit into Raritan Money Market Account \$316.44 from 2021

18. Illinois State Library Grant Opportunity. Grants will be awarded using funding from the U.S. Institute of Museum and Library Services, under the provisions of the American Rescue Plan Act of 2021.

- 9-9-22 – Bigger Electric poured the cement for the generator pad
- 9-15-22 – Bigger Electric delivered the generator
- 9-29-22 to install the generator, the library will be without power the entire day

19. Henderson County Health Department – COVID-19 Response Grant

- Escape Room to be held at West Central Middle School on Thursday, October 27 from 11:30am – 3:00 pm and Friday, October 28 from 8:30am – 3:00pm. Director Smith, Baker, Cassiday and Tee will help with the Escape Room. Allaman will keep the library open
- 4-week COVID Breathing Yoga Class for Ladies offering two classes to choose from a chair class and a mat class held September 19 & 26 and October 3 & 10

20. WIU Archives and Special Collections

- *First Bi-annual Small-Town Libraries in Western Illinois* presented by Dr. John Hallwas and Kathy Nichols
- Outreach program giving a tour of the library at WIU
- IRAD – 7 depositories throughout the State of Illinois – public documents with WIU being one of the depositories
- Dr. Hallwas spoke to us about small towns and Illinois Humanities Council Foreground Rural Initiatives grant information. Illinois Humanities is offering general unrestricted grants of \$5,000 for eligible individuals and \$10,000 for eligible groups and organizations that are engaged in cultural work in rural Illinois communities.

21. Pekin Insurance Company – Workers Comp Audit – Director Smith, Allaman and Tee completed and emailed on 9-21-22.

22. Building Maintenance and Goals –

- Two dedicated study rooms
- Flooring in the main library in front of the circulation counter
- Flooring in the children’s section
- Additional Parking

23. Outreach

- 9-12-22 – Tee, Baker, Cassiday and Allaman decorated a pole in Oquawka for fall. The library won 2nd place and was awarded \$50.
- 10-22-22 – “*Fall For Biggsville*” festival on Main Street in Biggsville from 3pm-7pm.
- The library will take the Bookmobile and set up tables with books for sale, registering library cards, bags with flyers of current events, candy.
- They will be showing a movie *Hocus Pocus* in the Biggsville Community Building for free. The movie license was donated by Raritan State Bank and one other donor. The library will be serving popcorn.
- The library will be decorating a pole for fall

24. Other –

- 9-7-22 – Director Smith attended the West Central Elementary School Ice Cream Party for 69 students that met the first reading goal in our summer reading program hosted by Principal Mrs. Lafary
- 9-15-21 – Patty Nieman spoke to a group of 4 ladies about her work as an audiobook narrator

- 9-17-22 – Director Smith set up tables at the Stronghurst Fall Festival. Sold sale books, handed out 100 bags with our flyers, registered new users, gave away 4 books. Thanks to Cassiday, Jennifer Painter and Mary Allaman for helping
- Book Sale was held in the meeting room on Thursday Sept. 22 9am – 8pm, Friday September 23 9-5 and Saturday Sept. 24 9am – 1 pm.
- 9-29-22 – Director Smith attended the RAILS Member Update online
- 9-29-22 – Director Smith spoke to the West Central Pre-K parents about 1000 Books Before Kindergarten, Dolly Parton Imagination program

Next meeting is November 7, 2022, at 5:00 p.m.