

FEBRUARY 2023 AGENDA

1. Call to Order – Monday, February 6, 2023 at 5:00pm at the Library.
2. . Roll Call  
    \_\_\_\_\_ Day                      \_\_\_\_\_ Gullberg                      \_\_\_\_\_ Pullen  
    \_\_\_\_\_ Fisher                    \_\_\_\_\_ Hinshaw                    \_\_\_\_\_ Russell  
    \_\_\_\_\_ Painter
3. The Board meets with Brenda Tee.
4. Minutes of January 9th meeting.
5. Financial Report for January.
6. CD – Stronghurst Bank – CD#2 maturity date 1-14-2023. Was rolled over and the interest rate on this certificate changed to 3.40% with an annual percentage of 3.40%
7. Circulation for January.
8. 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 1-09-2023
9. Board of Trustee – Jack Escorcia
10. Staff
  - New Director review
  - Anita Smith retiring March 10, 2023
11. Per Capita Grant Requirements – Director Lambert submitted on 1-17-2023
12. A year in review
13. Personnel Policies and Procedures
  - Paid Parental Leave Policy to be added upon approval
14. Certificate of Status of Exempt Properties – Board President Diana Russell signed on 1-09-2023. Directors Lambert and Smith took to the Courthouse on 1-12-2023.
15. 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
16. Swank Movie License invoice came in 1-21-23, \$364.00. Good through 1/01/23 – 12/31/23.
17. 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)]

18. New Library Hours to be approved.

- 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.

19. Hoopla a digital media service. When to add more money to it before the end of the fiscal year.

- Instantly borrow eBooks, audiobooks, movies and more 24/7 with your library card.
- A pay as you go company. In the beginning the library signs a contract a required minimum down payment is based on your population.
- An app that is easy to use
- Can set spending limits
- Your library sets the limit patrons for example: 5 checkouts per month
- No holds, every title is available for simultaneous use

20. 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 Open Meetings Act on-line training
- 1-13-23 Director Lambert completed the Freedom of Information Act on-line training

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

22. 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  
 Brooke Day, April 2028  
 Miranda Gullberg, April 2028

23. 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 the place that people can sign up to volunteer during a disaster. Also, to be one of the heating and cooling centers in the county during the day.
- 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 to work on.

#### 24. Upcoming Programs Schedule

- January – Lego Contest- Kids
- February – Blind Date with a Book – Adults
- March – Pot of Gold Reading – Kids
- March – Fancy Nancy
- April – Donation Book Sale
- May – Summer Reading Kick-off

#### 25. Future goals for the Library and the Bookmobile

- Install new carpet, and fresh paint, security cameras for the library?

#### 26. Other –

- 1-09-23 PM on the furnaces and filters changed by Brockway
- 1-10-23 Director Lambert, Allaman, and Tee attended 1 of 2 webinars IMRF Authorized Agent Workshop Series.
- 1-21-23 Had Retirement Party for Director Smith at the Library from 1:00-4:00p.m.
- 1-24-23 Director Lambert, Allaman, and Tee attended 2 of 2 webinars IMRF Authorized Agent Workshop Series.
- Russell Liston is raising money for the Old Biggsville High School pictures that he has.

Next meeting is March 6, 2023 at 5:00 p.m.