

September 11, 2023

Henderson County Library Meeting Minutes

Russell called the meeting to order at 5:00 p.m.

Roll Call: Day, Escorcía, Hinshaw, Painter, Russell, and Titus were all present. Lambert and Allaman were also present. Gullberg was excused.

Public Comments: Members of the public are now invited to speak to the Board of Trustees. Remember to sign in on the Public Comment Sheet and identify yourself when called upon. Comments are limited to three minutes or less. Up to 15 minutes of time will be allowed for this agenda item. In compliance with OMA, actions may not be taken on items not already on the agenda, but action may be deferred to a later Board meeting at the discretion of the Board.

Budget & Appropriations Ordinance FY2023-2024 – Ordinance 23-3. Board approved the Budget and Appropriations Ordinance after discussing questions with Director Lambert. 1st by Painter, 2nd by Titus, and all approved. Ordinance 23-3 will be published in the Quill.

Minutes from the August 7th Decennial Committee meeting were approved. 1st – Day and 2nd – Escorcía. All Approved.

Board Meeting minutes from the August 7th were motioned to be approve first by Titus and second by Escorcía. Motion was carried.

PROP A: Financial Report for August. First – Escorcía and Second - Day. Motion carried.

Current Assets as of August 31, 2023 are \$528,833.40

Expenses for August:	\$30,454.97	Income:	\$ 31,893.07
Raritan CD #3:	\$57,222.21	Raritan CD #4:	\$ 52,905.94
Stronghurst CD #1:	\$53,565.72	Stronghurst CD #2:	\$ 54,678.98

Stronghurst CD#1 at Stronghurst Bank is up for renewal on 9-16-23. The current rate is 0.4 with a yield of 0.4. Board approved to keep CD#1 at Stronghurst matching Midwest Bank rate.

PROP B: 1st - Hinshaw, 2nd – Titus. All approved and motioned carried.

On August 21, 2023, the Henderson County Library received their second installment of property tax levy of \$30,989.04.

PROP C: Special Reserve Fund Ordinance 23-5: Board adopted paperwork showing there is an Ordinance 23-5. First – Day, Second – Escorcía, all approved.

Circulation for August

Library Checkouts:	2,497	Bookmobile Checkouts:	969
Interlibrary Loans in:	261	Interlibrary Loans out:	332
E-books checkouts:	216	E-read IL:	44
Library Attendance:	710	Bookmobile attendance:	408
Curbside Attendance:	2	New Users:	35
Hoopla Checkouts:	116	Meeting room use:	5

Library Spaces Use: 21

Website Visits:

701

CCS Computers: 8/22/23 – Bob Lionberger came to look at the patrons’ computers and fix technology issues. Mr. Lionberger also spoke of the cost of replacing two computers in the main library area. These computers are from 2011 and were unable to be fully updated due to their age. Mr. Lionberger also suggested the four Lenovo All-In-One computers be replaced. Board discussed different options for replacing library computers. It was suggested to replace the High School staff computer and table to purchasing of the rest. Escorcia motioned to purchase, Hinshaw second the motion, and board approved.

MTC: 8/2/23 – Security Cameras were installed outside of the library. Access to the footage can be found on the app or website. Director Lambert receives notifications from the cameras.

Personnel: Kathy Weigand can no longer do cleaning for the library, but Kathy gave names for other options. 8/25/23 – Director Lambert hired Peggy Shutwell to clean the library. Mrs. Shutwell will start after Labor Day.

IPLAR – Director Lambert submitted the IPLAR electronically online on 8/14/23. The annual report is due on or before Sept. 1, 2023. Beginning with the FY2016 report, the Illinois State Library no longer requires a paper copy of the Public Library District’s Secretary’s Audit page. All public libraries will need to verify that the audit has been completed by filling out the information requested in the boxes provided electronically.

ILLINET Interlibrary Loan Yearly Survey – On 8/11/23, Brenda filed the survey which analyzes the interlibrary loan and reciprocal borrowing statistical data.

Policies:

Security Camera Policy: Signs were made and hung in the appropriate locations. Recordings will be kept for 30 days. 1st – Escorcia, 2nd – Day, All approved. Director Lambert will look into whether the Security Cameras need to added on to an insurance policy.

Public Comment Policy: Now added on every meeting agenda. 1st – Titus, 2nd – Day, All Approved.

Updated Board Bylaws: Shows in public section. 1st - Day, 2nd – Hinshaw, All approved.

Whistleblower Policy: 1st – Escorcia, 2nd – Painter, All approved.

Technology Plan 2023-2026: Help to keep the library up to date. 1st – Hinshaw, 2nd – Day, All approved.

On 8/18/23, John Knapp brought in some carpet samples for the library to look at. He will be getting the library a quote for the cost of materials to consider. 8/29/23, Director Lambert spoke to a moving company about moving the library shelves. Board discussed using commercial nylon carpet tiles throughout the library along with a vinyl down the middle toward the windows.

After Director Lambert filled out the HR Source Survey and talked with other library directors, the board has decided to add Friday, November 24th as a day the library will be closed. Escorcia motioned to approve, Titus second the motion, and all approved.

Escape Room at WCMS: 8/28/23, The Henderson County library will be providing an Escape Room for the entire middle school. The room is based on the book "Can You Survive the Titanic" and will take place Thursday, October 5, and Friday October 6th. Working the Escape Room will be Baker, Cassidy, Tee, and Director Lambert. Allaman will keep the library open and running. Thursday, October 5, the library hours will change to 9am – 5pm instead of 9am-7pm.

1000 Books Before Kindergarten Party: Held Saturday, August 12, 2023, seven of the ten children were in attendance. The children made their own books using pictures from magazines, and the books were titled, "I Wish that I had 1000....". Children played with chalk and bubbles outside were served packaged cookies, cheese balls, and CapriSuns. Each child had their pictures taken for the Wall of Champions.

Outreach: 9/16/23, Stronghurst Fall Festival at the Park – Director Lambert and Tee will set up tables from 9-1. Anyone on the board is welcome to help or just stop by and see us, we will have a prize wheel and books for sale for the upcoming book sale.

Microfilm: 8/10/23 – Director Lambert met with Katie Whalen on Zoom, from Newspaper.com. Digitizing the newspaper will take a couple of months and will send a couple of boxes at a time. The only thing the library will need to pay for is the shipping. 8/21/23 – Brenda mailed the first two boxes of Microfilm the cost was \$48.20. The board has decided to move the shipping cost of the microfilm from Supplies and Postage to Digital Resources. Once all microfilm and newspapers are digitized, there will be free access to the archive on any computers in the library. If patrons want to access the newspapers from home, they can do a 7-day trial or pay the \$8/month subscription.

Other: 8/1-8/3/23 – Director Lambert attended Director's University in Springfield, IL. 8/14-8/19/23 – RAILS – Online Delivery count from each day. All RAILS member libraries are required to count all outgoing items being picked up for delivery. Outgoing items are those being delivered from your library to another location, including items being sent to fill interlibrary loan requests and items you are returning to other libraries. 8/16/23 – Allaman changed the 9-volt battery in the Smoke/Carbon Monoxide Detector in the garage. 8/22/23 – Richard Johnson came at 8am to review CPR and train staff on how to use the AED machine. The library ordered infant pads for the machine. 8/24/23 – Director Lambert purchased a device called LifeVac, it is a device used for when someone is choking. 8/28/23 – Director Lambert purchased an audio Bible for older patrons that have trouble reading the Bible anymore. This rechargeable device will be able to be checked out and will read the Bible to them. 8/29/23 – Gina Raymond from the ROE came and did an Art Experience during Storytime, the kids did a sensory activity with sticky paper, and each family left with a copy of "Barnyard Dance" by Sandra Bounton. 8/29/23 – Jim's Lock and Safe came to fix the hinge on the backdoor. 9/1/23 – Mango Languages will be available for patrons. Statistics will be kept monthly. 9/16-9/23/23 – Annual Book Sale open to the public during library hours and held in the meeting room. 9/4-10/21/23 – "Fall in Love with Reading", Adult reading Program along with a take home craft. October 21st, at 10:00am will be the end of the program party. The library will provide cider and donuts with the take home craft as a book pumpkin.

Next meeting is October 2, 2023 at 5:00 pm

Meeting was adjourned at 6:37pm