

Henderson County Library Board of Trustees

August 8, 2022

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

Present were Day, Fisher, Gullberg, Hinshaw, Painter, Pullen, Russell, Director Smith, Accounting Clerk Tee and Accounting Clerk Allaman.

Director Smith went over audit with the board.

Prop A: Pullen moved to adjust the entry made on December 6, 2021 to reverse \$1000.00 from audit back to insurance in quickbooks for FY21-22. Gullberg 2nd. Roll called. Motion carried.

Prop B: Gullberg moved to adjust the entry from general funds to insurance in quickbooks for the FY21-22. Hinshaw second the motion. Roll called and motion carried.

Prop C: Pullen moved to approve the Preliminary Budget & Appropriations Ordinance FY2022-2023 Ordinance #22-3. Painter 2nd the motion.

Approved July 8th Director Search Committee meeting minutes. Job position has been posted on the website and facebook, will also be placed in papers (Burlington Beacon) and on library forums.

Fisher approved minutes from July 11th meeting. Day 2nd the motion. Motion carried.

Financial Report: Current assets as of July 31st, 2022 are \$319,929.39, Expense for July, 2022 were \$28,044.68. Income for July was \$14,484.24. Raritan CD#1 has a balance of \$56,252.91, R-aritan CD #2 \$51,727.85, Stronghurst CD#1 \$53,351.99, and Stronghurst CD#2 \$53,673.87.

Prop D: Gullburg moved to approve the Financial Report with a second from Fisher. Roll was called and motion carried.

Director Smith spoke to Henderson County Treasurer, Tina Droste, changing the property tax levy payment to be sent to the library.

Circulation for June 2022

Library Checkouts	1887	Bookmobile Checkouts	291
Interlibrary Loans in	241	Interlibrary loans out	313
E-Books checkouts	94	E-read Illinois	30
Library attendance	647	Bookmobile attendance	79
Curbside attendance	0	New users	10
Hoopla checkouts	49	Meeting room use	25
Library spaces use	1	Website visits	561

Board discussed and approved the following members to be on the signature card for the Bank of Stronghurst and Raritan State Bank. Diana Russell, Jennifer Painter, and Heather Hinshaw. The following people need to be removed from the card Judy Roessler and Sharon Eisenmayer.

Personnel:

7-11-22 – Hired Kaya Broadwater as a high school shelver. 7-19-22 – Hired Loreena Baker as a Janitor (3 hrs. a week). 8-10-22 – Ross Vancil’s last day. 8-16-22 – Tristin Johnson’s last day.

Bookmobile:

6-29-22 – Director Smith & Cassidy took the 2020 van to Sherwood Company to measure for the decals. 7-18-22 – Director Smith & Tyler Sherwood have emailed back and forth with design changes. 7-14-22 – Winning bid for the 2009 Ford Truck was Caleb and Danielle Covert, they met with Director Smith and Russell to sign paperwork and present a check.

Henderson County Health Department: 7-7-22 – Baker, Cassiday, and Tee attended Downtown Escape Room, Galesburg, IL. 7-12-22 – Baker and Tee met with West Central Middle School Principal Sara Ryner, Lox, Miller planning the Escape Room to be held at the middle school Thursday, October 27th and Friday, October 28th. 200 copies of Escape from Mr. Lemoncello’s Library by Chris Grabenstein will be purchased for students. 7-28-22 Library received a reimbursement check for COVID-19 Response Grant.

On the Road to Recovery: Transforming Library Spaces Grant

7-15-22 – Director Smith submitted the Quarterly Report. 7-15-22 – Received an update from Electrical Engineering & Equipment Company, Davenport, IA stating the generator is

scheduled to arrive 9-14-22. Director Smith has been in contact with the Illinois State Library about the grant for the generator.

Phone System

7-18-22 – Director Smith and Tee met with Sean of Access Systems to discuss the phone system and upgrading to the cloud. Sean brought a proposal for the upgrade. Director Smith also contacted MTC Communications about an estimate for upgrades to the system. Fisher motioned to accept MTC Communications proposal for equipment improvements. Day 2nd the motion. Roll called and motion carried.

Building Maintenance & Goals:

One or two study rooms that have plexiglass enclosures, Flooring in the children's area, Flooring in front of the circulation counter, and Additional parking.

Additional Information:

6-29-22 - Allied Termite and Pest Control returned to complete the semi-annual pest control spraying. 7-14-22 – Director Smith set up a table for the ROE Summerfest held at the Stronghurst Park. Handed out 50 plastic library bags with library flyers and gave away book sale books to the children. 7-16-22 – Held the End of the Summer Reading Party with 120 in attendance. 7-21-22 – Children's author Brent Hickenbottom presented a program and read 2 of his books with 11 in attendance. 7-27-22 – Brockway Inc. Co. service tech changed the filters and preventative maintenance.

Meeting adjourned at 6:30 p.m.

Next meeting is September 12th, 2022 at 5:00 p.m.

Respectfully submitted,

Heather Hinshaw