

MINUTES OF REGULAR MEETING

November 9, 2020

Call to Order/Roll Call

President Earl Thompson called the meeting to order at 6:30 PM at the library. Also present were Dianne Allendorf, Craig Albaugh, Gloria Junge, Maria Rector, and Library Director Jenna Diedrich. John Cox and Ginni Yarbrough were excused.

Citizen Comments

Jenna read an email from Tim Doser addressing the lack of publicity/information on the library website concerning digitization. Tim feels that the project deserves more prominence and would generate more donations if publicized. There is also no explanation of the project on the website. Jenna said that some of the ideas/suggestions Tim suggested are easily doable, but others will require more extensive work on the website as a whole, something she and Rachel have discussed and can work on, including connecting with other organizations. A follow-up discussion will be added to the December agenda.

Consent Agenda

A motion was made and seconded to approve the items on the Consent Agenda including the Minutes of the October 10, 2020 meeting and the Bills Paid/Payable for 10/10/2020 – 11/06/2020. Motion carried.

Financial Report

There should be one more tax disbursement coming.

Treasurer's Report

Friends Report

The group will not meet until 2021.

Library Director's Report

Jenna shared the library statistics report for October, 2020.

Completion of "Serving Our Public" for the Per Capita Grant has been extended until March, 2021 due to COVID. Board members are asked to review Jenna's document covering the last chapters for the December meeting.

All Lit Fest activities are finalized with all being held virtually this year. The DeSoto Hotel and Fritz and Frites will do a take-out meal for those who purchase tickets.

Board President's Report

COMMITTEES

Building & Grounds

The new boiler is in and will be inspected Friday. Rezoning of the Historical Room will be done once the weather curtails outside work and will be done during closed hours.

A contractor is in the works for the egress window in the Children's Room.

Nothing is yet scheduled for the fireplace conservator.

Discussion continued as to how to handle patron usage of the papers that are not yet digitized and are in poor condition. Besides the Gazettes still to be digitized, there are also the Advertisers, Courier, Industrial Press, and Tribune to be done. It was decided to prepare 25 years of Gazettes to take to Northern Micrographics as we have the funds for this amount. The University of Illinois has a backlog of things to go on the server, but at least we can get things in the queue. There was \$5,000.00 appropriated for supplies of which 30% has been spent. This item includes the boxes for the newspapers, COVID supplies, etc., and might require additional funds. In returning to usage of papers by patrons, generally the 1930s on, Craig asked if people could use the ones in good shape as the microfilm reader is acting up and is not the easiest to use. Jenna, Rachel, and Sara will work on a plan for safe usage.

Finance

Human Resources

It was suggested that the Trustee Orientation Folder be put on the iPads instead of using the notebooks to make everything more readily accessible. Once all materials are completed this will be done.

Policy

Unfinished Business

The motion was made and seconded to approve the Administrative Succession Plan as presented by the Policy Committee. Motion carried with a vote of 4 ayes – Earl, Dianne, Craig, Maria, 1 abstention - Gloria, and 2 absent – John, Ginni.

New Business

Discussion of the list of open-ended items Ginni discovered in the audit of the secretary's minutes will be added to the December agenda.

Motions, Resolutions, Ordinances

The motion was made and seconded to adopt Ordinance #21-02 Tax Levy. The motion passed with a roll call vote of 5 ayes – Earl, Dianne, Craig, Maria, Gloria, and 2 Absent – John, Ginni.

Closed Session

The motion was made and seconded to enter closed session at 7:36 PM for discussion of the pending or probable litigation against, affecting, or on behalf of the public body and also the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body. Motion carried.

Discussion and Possible Action Regarding Closed Session Discussions

The board returned to regular session at 8:04 PM.

A motion was made and seconded to present the staff with Meritorious Awards in the amounts of \$250.00 to the director, \$1,185.00 to Rachel, which includes compensation for her duties while Jenna was on maternity leave, and \$125.00 for all other staff. Motion carried.

Items for the Next Agenda

Audit presentation at 6:00 PM

Serving Our Public

Website discussion

Items from audit of minutes

Announcements

The audit is completed and O'Connor & Brooks will present to the board at the December meeting. They will also do a Zoom or in-person slide show presentation at another time of why we should have an audit every year if we would like.

Adjournment

The motion was made and seconded to adjourn the meeting at 8:12 PM. Motion carried.

Next Meeting

The next meeting will be held at the library on **December 14, 2020**, and it will begin at **6:00 PM** with the audit presentation by O'Connor & Brooks.

Respectfully submitted,

Dianne Allendorf

Secretary