

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, March 9, 2020

The meeting was held at the library at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston, Mr. Laureys, Mrs. Morris, Mrs. Sorensen*, and Mr. Pankey. Trustees absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Coordinator), Molly Jostock (Business & Technology Librarian). Visitor(s) present: none.

*Mrs. Sorenson entered the meeting at 7:10 p.m.

Mr. Pankey presided. The meeting took place in the Lincoln Room.

ACTION: MINUTES OF THE REGULAR MEETING OF FEBRUARY 26, 2020

Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the minutes of the February 26, 2020 meeting. Voice vote. All in favor. Motion carried.

ACTION: MINUTES OF THE SUCCESSION COMMITTEE OF FEBRUARY 26, 2020

Mrs. Flanagan made a motion seconded by Mrs. Morris to approve the minutes of the February 26, 2020 Succession Committee meeting. Voice vote. All in favor. Motion carried.

ACTION: FINANCIAL REPORTS AND RATIFICATION OF PAYMENT OF BILLS

The current financial and budget reports were discussed. Topics included: Employee Assistance Program (EAP), interlibrary loan costs, Zoobean (Beanstack), running a slight deficit based on the timing of the tax payments from both Lake and McHenry counties and the payment of bills overlapping from one fiscal year to the next.

Mrs. Morris made a motion seconded by Mr. Laureys to accept the bills, to pay the bills as presented and to transfer sufficient funds from the money market deposit account into the checking account.

Roll call vote

YES: Coolidge, Flanagan, Houston, Laureys, Morris, Sorensen, Pankey

NO: none

ABSTAIN: none
ABSENT: none

Motion carried.

LIBRARY USAGE REPORT

Library usage statistics were discussed. Topics included: adult books increased and patron count was up 8.2% increase, study room use increased by 27%.

INTERIM LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mrs. Greenup discussed the 6 month cycle of approving closed minutes.

Mrs. Greenup discussed moving forward with the Peg Whitman memorial. Mrs. Flanagan will write a letter to the Wauconda Area Library Foundation asking for them to pay for the musical instrument and installation.

Mrs. Greenup discussed the need for committees. It was discussed to create committees based on library need.

The Personnel & Salary Committee will meet on April 27, 2020 at 6 p.m..

Mrs. Greenup discussed the success of the Wauconda Area Community Expo and District 118 Art Show.

TRUSTEE TRAINING

Mrs. Greenup presented Trustee binders with basic trustee information, including officers, terms, bylaws, mission statement, organization chart, and Illinois Trustee Fact Files.

Ms. Jostock presented the measures the library has taken to address Coronavirus, including demonstrating staff training modules.

SUGGESTION BOX

The Suggestion Box for February was discussed briefly.

COMMITTEE REPORTS

None.

NEW BUSINESS

Action Item: Approve the donation of the library's piano to District 118.

Mrs. Flanagan made a motion seconded by Mrs. Houston to approve the donation of the library's piano to District 118.

Roll call vote

YES: Coolidge, Flanagan, Houston Laureys, Morris, Sorensen, Pankey
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

OLD BUSINESS

None.

COMMUNICATIONS

None.

ADJOURNMENT

Mrs. Morris made a motion seconded by Mrs. Flanagan that the meeting be adjourned. Voice vote. All in favor. Motion carried.

The meeting adjourned at 8:05 p.m.

Approved April 13, 2020

President

Secretary