

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, August 10, 2020

The meeting was held online via Zoom at 7:03 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston*, Mr. Laureys, Mr. Pankey, Mrs. Sorensen, and Mrs. Morris. Trustees absent: none. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager), Molly Jostock (Operations Manager), Sara Esquivel (Public Services Manager). Visitor(s) present: none.

*Mrs. Houston left the meeting at 7:34 p.m. and rejoined at 7:45 p.m.

The meeting took place online via Zoom. All participants verified no one was in the background as a visitor.

ACTION: MINUTES OF THE REGULAR MEETING OF JULY 13, 2020

Mr. Pankey made a motion seconded by Mrs. Houston to approve the minutes of the July 13, 2020 meeting as corrected.

Roll call vote

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

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

The current financial and budget reports were discussed. Discussion took place about the fiction spending overage due to catching up on ordering and the invoice for Janet Sue Wisniewski's contracted graphic artist work.

Mrs. Flanagan 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, Pankey, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: none

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup discussed overall usage and how well Grab & Go and in-person appointments are going.

Ms. Greenup provided an update on the replacement of the bushes in the front. Mrs. Coolidge expressed her desire to see the library move towards having a more native landscape look in the future.

Ms. Greenup discussed the new Overdrive Sora app, which allows District 118 students to use their Google logins to access the public library's Overdrive collection to check out ebooks.

Ms. Greenup discussed the development of a new homeschool collection. Staff researched Johnsbury Public Library's well-known collection, and materials and a curriculum are being purchased. Mrs. Flanagan suggested looking into grant money, specifically a family grant from the Gorter Family Foundation.

Mrs. Flanagan inquired about computer appointments, how many had been made. Appointments are going well, but it has been tricky for staff and patrons to interact with each other when help is needed.

Ms. Greenup discussed the review of the library's tornado procedures under COVID-19 due to a recent tornado warning during the library's operating hours. Mrs. Flanagan indicated that the Red Cross offers Corporate Preparedness Training.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: APPROVE TENTATIVE BUDGET & APPROPRIATION ORDINANCE 20-01

Mrs. Coolidge made a motion seconded by Mr. Pankey to approve the Tentative Budget & Appropriation Ordinance 20-01.

Ms. Greenup provided a general overview of the ordinance. Discussion about Professional Fees and the HVAC Replacement (estimate) took place. It was agreed to revise the HVAC amount to \$750,000.

Mrs. Coolidge made a motion seconded by Mrs. Flanagan to approve the Tentative Budget & Appropriation Ordinance 20-01 as amended.

Roll call vote

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

Motion carried.

ACTION: APPOINT TWO TRUSTEES FOR SECRETARY’S AUDIT OF THE MINUTES, AS REQUIRED BY THE ILLINOIS PUBLIC LIBRARY ANNUAL REPORT

Mrs. Morris appointed Mrs. Flanagan and Mr. Pankey to audit the secretary’s minutes as required by the Illinois Public Library Annual Report.

OLD BUSINESS

ACTION: APPROVE TELECOMMUTING POLICY

Mrs. Flanagan made a motion seconded by Mr. Laureys to approve the Telecommuting Policy.

Mrs. Greenup discussed the lawyer’s feedback about the suggested language changes.

Roll call vote

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

Motion carried.

COMMUNICATIONS

None.

ADJOURNMENT

Mr. Pankey made a motion seconded by Mrs. Flanagan that the meeting be adjourned.

Roll call vote

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

NO: none

ABSTAIN: none

ABSENT: none

The meeting adjourned at 7:52 p.m.

Approved September 14, 2020

President

Secretary