

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, September 14, 2020

The meeting was held online via Zoom at 7:02 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Houston*, Mr. Laureys, Mr. Pankey, Mrs. Sorensen, and Mrs. Morris. Trustees absent: Mrs. Flanagan. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager), Molly Jostock (Operations Manager). Visitor(s) present: none.

*Mrs. Houston entered the meeting at 7:06 p.m..

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

PUBLIC HEARING FOR FY2020/2021 BUDGET & APPROPRIATION ORDINANCE 20-01

Mr. Pankey made a motion seconded by Mr. Laureys to open the public hearing for the FY2020/2021 Budget and Appropriations Ordinance 20-01. The hearing had been advertised and posted as required.

Roll call vote

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

No visitors were present for the public hearing for the FY2020/2021 Budget and Appropriations Ordinance 20-01.

Mr. Pankey made a motion seconded by Mrs. Sorensen to close the public hearing for the FY2020/2021 Budget and Appropriations Ordinance 20-01.

Roll call vote

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

ACTION: MINUTES OF THE REGULAR MEETING OF AUGUST 10, 2020

Mr. Laureys made a motion seconded by Mrs. Sorensen to approve the minutes of the August 10, 2020 meeting.

Roll call vote

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

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

The current financial and budget reports were discussed.

Mrs. Coolidge made a motion seconded by Mr. Pankey 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, Houston, Laureys, Pankey, Sorensen, Morris
NO: none
ABSTAIN: none
ABSENT: Flanagan

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup discussed overall usage and while the percentages are still down, they are trending in the right direction.

Ms. Greenup discussed the annual audit is in the final stages of completion. A meeting date with the auditor will be scheduled once the audit is ready.

Ms. Greenup discussed how well computer appointments are going. Patrons are using the copy and fax machines as well. Additional hours on Saturday afternoons and Sundays will be added the week of September 20. Additional computers will be available in Kid City.

Ms. Greenup discussed school outreach and the partnership with Cotton Creek Grade School to use the public library's book drop for students and their grownups for the return of district materials. The library offered to also serve as a location for materials drop-off and pick-up for

parents since the library is open every night and on weekends. The library's piano was moved to District 118's auditorium.

Ms. Greenup discussed her conversation with Tim Staton, CPRP Director of Recreation at the Wauconda Park District and how they are handling programs during COVID-19. For now, the library's partnership with the Park District on large community events, like Summertime on Bang's Lake, Senior New Year's Holiday Party, etc. are on hold.

Ms. Greenup discussed that she and the managers are meeting with each staff member to discuss any needs, overall disposition, and ideas for service since we are 6-months into COVID-19.

Ms. Greenup discussed that the Illinois Public Library Annual Report has been submitted to the state.

Ms. Greenup discussed off site storytimes held at Veteran's Park in Island Lake. The events were held in accordance with the Village of Island Lake's restrictions.

COMMITTEE REPORTS

None.

NEW BUSINESS

ACTION: APPROVE BUDGET & APPROPRIATION ORDINANCE 20-01

Mr. Laureys made a motion seconded by Mrs. Houston to approve the Budget & Appropriation Ordinance 20-01 as amended in Section 1(b).

Section 1(b) was revised to reflect that the public hearing was held via Zoom and not at the Wauconda Area Public Library, 801 N. Main Street, Wauconda, Illinois.

Roll call vote

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

Motion carried.

ACTION: APPROVE ESTIMATE OF REVENUE FY20-01

Mr. Pankey made a motion seconded by Mr. Laureys to approve the FY20/21 Estimate of Revenues.

Roll call vote

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

Motion carried.

LETTER OF INTENTION TO WORK REMOTELY FROM LIBRARY DIRECTOR

Mrs. Morris read a letter provided by Ms. Greenup about her intention to work a combination of remotely and on site during the COVID-19 pandemic. Mrs. Morris will distribute a copy of the letter to the board.

LIBRARY DIRECTOR GOALS AND OBJECTIVES

Mrs. Morris and Mr. Laureys will work with Ms. Greenup to determine goals and objectives.

OLD BUSINESS

None.

COMMUNICATIONS

None.

ADJOURNMENT

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

Roll call vote

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

The meeting adjourned at 7:38 p.m.

Approved October 12, 2020

President

Secretary