

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, November 9, 2020

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mrs. Houston, Mr. Pankey*, Mrs. Sorensen, and Mrs. Morris. Trustees absent: Mr. Laureys. 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.

*Mr. Pankey entered the meeting at 7:02 p.m.

The meeting took place online via Zoom. Mrs. Morris identified a visitor in the background. The visitor left at 7:02 p.m. All other participants verified no one was in the background as a visitor.

ACTION: MINUTES OF THE REGULAR MEETING OF OCTOBER 12, 2020

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the minutes of the October 12, 2020 meeting.

Roll call vote

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

ACTION: MINUTES OF THE SPECIAL MEETING OF OCTOBER 19, 2020

Mrs. Flanagan made a motion seconded by Mr. Pankey to approve the minutes of the October 19, 2020 meeting.

Roll call vote

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

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

Mr. Pankey made a motion seconded by Mrs. Flanagan 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, Pankey, Sorensen, Morris

NO: none

ABSTAIN: none

ABSENT: Laureys

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup discussed the great usage numbers for October. They are attributed to no more appointments needed for browsing or material pickup and a couple of outdoor family programs. Econtent continues to be strong.

Ms. Greenup discussed the unexpected shutdown Tuesday, November 10 through Thursday, November 12 due to the rapidly rising numbers of positive COVID cases in Lake and McHerny counties. The building was set to be deep cleaned on Tuesday, November 10, would sit empty for a couple of days, and we would look to reopen with curbside service on Friday, November 13. Ms. Greenup was waiting for further contact and guidance from the Lake County Health Department.

Ms. Greenup briefly discussed the fraudulent unemployment claims that were filed and subsequently denied.

Ms. Greenup discussed the new online database, PressReader and gave instructions from where to access the link on the library's website.

Ms. Greenup discussed the onsite family programs in October that were held on the library lawn and in the parking lot.

COMMITTEE REPORTS

None.

NEW BUSINESS

DISCUSSION: STRATEGIC PLAN

Ms. Greenup discussed the need for a strategic plan but how the planning process should take place after elections in the spring. The board may want to consider hiring a consultant. In the meantime, Ms. Greenup will provide a 3-year plan of projects and plans that are in development or are on the horizon, including updates to the building and technology.

ACTION: APPROVE INVESTMENT POLICY

Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve the Investment Policy.

Roll call vote

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

NO: none

ABSTAIN: none

ABSENT: Laureys

Discussion about the Investment Policy draft took place with particular attention to the wording in Section 104. The board agreed on a wording change from, "... be responsible for all transactions undertaken and shall establish..." to "...shall oversee...". **Motion carried contingent on the wording change in Section 104 and with the approval from the library's attorney.**

OLD BUSINESS

DISCUSSION: DIRECTOR'S GOALS AND OBJECTIVES

Further discussion about the director's goals and objectives took place. Mrs. Flanagan discussed Mr. Laurey's request to the board if these goals and objectives should be a formal or informal process. Mr. Pankey inquired about how the goals and objectives relate to the job description and future strategic plan. Mrs. Morris explained the need for goals and objectives and the difference between the two. A temporary committee was created, the Director's Goals and Objectives Committee, with Mrs. Flanagan as Committee Chair and committee members Mr. Laureys, Mrs. Sorensen and Mr. Pankey. Mrs. Flanagan will be in contact with committee members to set a future meeting date.

COMMUNICATIONS

None.

ADJOURNMENT

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

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

NO: none

ABSTAIN: none

ABSENT: Laureys

The meeting adjourned at 7:52 p.m.

Approved December 14, 2020

President

Secretary