

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, December 14, 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. 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). Visitor(s) present: none*.

*A visitor entered the meeting at 7:06 p.m.

*Mrs. Flanagan indicated a visitor was in the background at 7:48 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 NOVEMBER 9, 2020

Mrs. Flanagan made a motion seconded by Mrs. Sorensen to approve the minutes of the November 9, 2020 meeting.

Roll call vote

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

ACTION: MINUTES OF THE DIRECTOR'S GOALS & OBJECTIVES COMMITTEE MEETING OF NOVEMBER 23, 2020

Mrs. Flanagan made a motion seconded by Mrs. Houston to approve the minutes of the November 23, 2020 Director's Goals & Objectives Committee Meeting.

Roll call vote

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

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.

There was discussion about a window replacement and credit for recycling the classroom iMac computers.

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 the great usage numbers for November. Mr. Laureys mentioned how much eContent increased and continues to increase. Mr. Laureys also commented on how he appreciates the library providing the ability to pick up materials on the fly. Ms. Greenup commented that staff are handling no appointments for curbside well. Mrs. Flanagan asked about the demographics of who is using the MyLibro app with particular attention to seniors. Mrs. Flanagan expressed concern for those without access to technology and their ability to use library services. Ms. Jostock explained that the MyLibro app isn't able to provide demographic data at that level of detail at this time. Ms. Greenup explained that patrons can call on the phone, email or stop by in-person to request items.

Ms. Greenup discussed a reconfiguration of the lobby so that staff are visible in the lobby and not off to the side in the alcove of the Lincoln Room. Daylight glare is a problem during part of the day. We will consider window tinting if it becomes necessary, understanding the lobby was not meant for a staff workstation, and it is winter.

Ms. Greenup explained there are several minor general policy updates.

Ms. Greenup discussed that a meeting was held with ComputerView, Inc. to discuss the technology plan for 2021. Ms. Jostock will present the plan under New Business.

Ms. Greenup introduced new curbside printing, copying, faxing and scanning services for patrons. Ms. Jostock presented the details of how the service works. Ms. Jostock also discussed that the library is now circulating Chromebooks with internet service to help fill the

need for patrons needing a computer. Ms. Jostock also demonstrated the library's new Tonieboxes – an audio speaker for children, which tells stories and plays songs with an interactive figure.

COMMITTEE REPORTS

Mrs. Flanagan discussed a brief overview of the Director's Goals & Objectives Committee meeting. The director's goals and objectives document will be fluid as circumstances change like with COVID, projects are completed, or adjustments needs to be made. The Committee plans to meet quarterly to review the goals and objectives. The next meeting will be in February 2021.

NEW BUSINESS

DISCUSSION: TRUSTEE TRAINING

Ms. Greenup discussed chapters 1-4 of *Serving Our Public 4.0, Standards for Public Libraries* by Illinois Library Association as part of the Per Capita Grant requirement.

DISCUSSION: 2021 TECHNOLOGY PLAN

Ms. Jostock presented the need for replacing all public computers and staff computers, which was supposed to be completed in 2020, the need to renew the copy machine lease with Konika Minolta Business Solutions, a new website and firewall. The computers and copy machines are slated for first and second quarter 2021. The website and firewall are slated for fall 2021.

ACTION: APPROVE PERSONNEL POLICY, PATRON BEHAVIOR POLICY, CIRCULATION POLICY, MATERIALS SELECTION POLICY

Mr. Laureys made a motion seconded by Mr. Pankey to approve the slate of policies.

Ms. Greenup discussed that all the policies have been gender neutralized and mentions of the Assistant Director have been removed.

Roll call vote

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

ACTION: ADOPT 2021 REGULAR BOARD MEETING SCHEDULE

Mrs. Coolidge made a motion seconded by Mrs. Houston to adopt the 2021 Regular Board Meeting Schedule as amended with a start time of 7:00 p.m.

Ms. Greenup discussed that the Open Meetings Act requires the adoption of regular board meeting dates either at the beginning of the calendar year or fiscal year.

Roll call vote

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

OLD BUSINESS

None.

COMMUNICATIONS

Mrs. Coolidge discussed an article from the Daily Herald on Sunday, December 13 about public libraries.

Mrs. Flanagan asked about the library lights on at night. Ms. Greenup indicated that for safety reasons law enforcement and first responders have requested that the library keep select lights on at all times. The library also has a cleaning service that comes in at night.

Mrs. Morris discussed the need to keep meeting via Zoom for now while the pandemic is still an issue.

ADJOURNMENT

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

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

The meeting adjourned at 8:12 p.m.

Approved January 11, 2021

President

Secretary