

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, February 8, 2021

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.

*Mrs. Sorensen entered the meeting at 7:03 p.m.

*Mrs. Coolidge entered the meeting at 7:17 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 JANUARY 11, 2021

Mrs. Houston made a motion seconded by Mr. Pankey to approve the minutes of the January 11, 2021 meeting.

Roll call vote

YES: Flanagan, Houston, Laureys, Pankey, Morris

NO: none

ABSTAIN: none

ABSENT: Coolidge, Sorensen

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

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: Flanagan, Houston, Laureys, Pankey, Morris

NO: none

ABSTAIN: none

ABSENT: Coolidge, Sorensen

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Ms. Greenup discussed library usage for January. Econtent usage continues to increase.

Ms. Greenup provided an update on the success of the winter reading program.

Ms. Greenup provided an update on the evaluation of the HVAC system.

Ms. Greenup briefly discussed the library's reopening plan. We will continue to work with the Lake County Health Department for guidance on the timing of implementing services.

Ms. Greenup discussed the new lease agreement from Konika Minolta Business Solutions, which will include replacing the existing copy machines with new machines, coin towers, service and toner.

The Personnel & Salary Committee discussed meeting prior to the March 8 board meeting.

Ms. Greenup asked if there were questions about the Per Capita Grant requirements from reading *Serving Our Public 4.0*. Mrs. Flanagan asked about the Finance Committee reviewing the capital plan annually. Ms. Greenup said yes. Mrs. Flanagan asked about status of updating the disaster plan. Mrs. Greenup said it is expected to be completed by March 1. Mrs. Flanagan asked about the library's participation beyond RAILS in resource sharing. Mr. Pankey explained how OCLC works, our participation and their umbrella of services. Mrs. Flanagan inquired about the need for teen programs and services. Mrs. Greenup acknowledged the challenges in serving the teen population over the years and especially during COVID. We will revisit teen services and overall programs and services when COVID restrictions are no longer in place.

Ms. Greenup discussed the successful distribution of PPE kits. Mrs. Flanagan made a correction to the report for Transfiguration School. It should read Transfiguration Church. The kits were distributed to the church and not Frassati Catholic Academy.

Ms. Greenup discussed the library's participation in the Wauconda Chamber of Commerce Business & Community Expo to be held virtually February 27 – March 6.

COMMITTEE REPORTS

None.

NEW BUSINESS

None.

OLD BUSINESS

None.

COMMUNICATIONS

Ms. Coolidge asked about attending the Illinois Library Association's (ILA) legislative breakfast on February 15. Mr. Laureys asked Ms. Greenup to look into the ILA annual trustee training, typically held in March.

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 7:36 p.m.

Approved March 8, 2021

President

Secretary