

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

MINUTES OF THE REGULAR MEETING

Monday, March 8, 2021

The meeting was held online via Zoom at 7:06 p.m. with the following Library Trustees present: Mrs. Coolidge, Mrs. Flanagan, Mr. Pankey, and Mrs. Sorensen. Trustees absent: Mrs. Houston, Mr. Laureys, and Mrs. Morris. Staff present: Elizabeth Greenup (Library Director); Julie Cerqua (Administrative Services Manager); Terry Weingart (Business & Finance Manager); Molly Jostock (Operations Manager). Visitor(s) present: none.

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

In the absence of President Morris, the board agreed to have Mr. Pankey run the meeting as president pro tem.

The meeting was stopped at 7:08 p.m. due to a trustee's internet connection. The meeting resumed at 7:09 p.m. when the trustee returned to the Zoom meeting. No discussion took place or action was taken.

ACTION: MINUTES OF THE REGULAR MEETING OF FEBRUARY 8, 2021

Mrs. Sorensen made a motion seconded by Mrs. Flanagan to approve the minutes of the February 8, 2021 meeting.

Roll call vote

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

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENT OF BILLS

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

Motion carried.

LIBRARY USAGE, LIBRARY DIRECTOR AND DEPARTMENTAL REPORTS

Mr. Pankey asked what percentage of usage was remote vs. in-person. The library reopened for browsing on February 8. While patrons continued to use Grab & Go for materials, there was a significant increase in the materials checked out, and computer/copy machine use was popular. Ms. Greenup indicated we are receiving questions about the opening of the play elements in Kid City. Per the Lake County Health Department, we cannot do so at this time.

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

Ms. Greenup briefly discussed the plans for new computers for public and staff use. We are waiting on the latest computer processing unit pricing information from ComputerView, Inc. They indicated that the newest models are just being released. We should have pricing in a couple of weeks. They will provide updated lease vs. purchasing information.

Ms. Greenup explained that we will be experimenting with the placement of furniture, technology, shelving and displays post-COVID-19. The vending machines and café have been temporarily removed, and in its place will go the Printing Center. We will evaluate this change for effectiveness.

Ms. Greenup and Ms. Cerqua attended the annual Illinois Library Association's Meet-Up on February 15, 2021, which was held virtually.

Ms. Greenup asked if there were questions about the Per Capita Grant requirements from reading *Serving Our Public 4.0*. Mrs. Flanagan inquired about staff and trustees belonging to area organizations. Ms. Greenup explained that it is not feasible to have each staff member and trustee belong to an area organization. We have about 10 staff who participate regularly in community organizations and events. Mrs. Flanagan indicated her participation in C.E.R.T. She suggested we keep a list of whom is involved in which organization.

COMMITTEE REPORTS

Personnel & Salary Committee

Mrs. Coolidge reported the committee had met on Monday, February 8 at 6:44 p.m. to discuss the director's annual evaluation and increase. No action was taken.

NEW BUSINESS

DISCUSSION: NEW COMPUTERS

There was a brief discussion about waiting for updating pricing information from ComputerView, Inc. about purchasing or leasing new computers since new models just came out in March. Mrs. Sorensen asked about the possibility of extending the warranties on the computers if we did a lease buyout.

ACTION: APPROVE BOARD OF LIBRARY TRUSTEES BYLAWS

Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve the Board of Library Trustees Bylaws.

Ms. Greenup discussed the updates made to the bylaws as suggested by the library's attorney.

Roll call vote

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

ACTION: APPROVE LIBRARY VAN

Mrs. Flanagan made a motion seconded by Mrs. Coolidge to approve the purchase of a library van up to \$24,999.

Roll call vote

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

OLD BUSINESS

None.

COMMUNICATIONS

Ms. Greenup communicated about the possibility of a vaccination pod in cooperation with Lake County libraries.

The board acknowledged the letter received from Wauconda Care about the donation of PPE kits.

ADJOURNMENT

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

YES: Coolidge, Flanagan, Sorensen, Pankey

NO: none

ABSTAIN: none

ABSENT: Houston, Laureys, Morris

The meeting adjourned at 8:05 p.m.

Approved April 12, 2021

President

Secretary