

**Ella Johnson Memorial Public Library District**

**109 S. State Street, Hampshire, IL 60140**

**Minutes of June 28, 2021, Regular Meeting of Board of Trustees, 7:00 PM**

President Barbara Brust called the Regular Meeting of the Board of Trustees to order at 7:01 p.m. Present were trustees Barbara Brust, Linda Wallace, Pat Dumoulin, Judy Pokorny, Matthew Mariani, Karen Williams, and Linda Drendel. Also present were Library Director Nancy Ashbrook, Laura Santowski, and Grace Galvan, library staff members.

**Changes/Corrections to the Agenda:** *X. Unfinished Business A. Approve FY 2021-2022 Operating Budget* was removed from the agenda because it was approved at the May 24, 2021, meeting.

**Questions/Comments – Public/Media:** None

**Welcome:** Director Ashbrook introduced and welcomed Laura Santowski, new Library Services Department Manager.

**Community Survey Status:** Grace Galvan, Library Associate, reported on the status of the Community Survey/Conversation. Results will be available next month.

**Approval of Minutes:**

Motion Mariani, second Williams to approve the minutes of the May 24, 2021, Regular Meeting. Voice vote to approve; ayes carry the motion.

**Treasurer's Report:**

A. Motion Wallace, second Mariani to approve the June 2021 bills in the amount of \$44,340.80. Wallace – Y, Mariani – Y, Brust – Y, Dumoulin – Y, Williams – Y, Drendel – Y, Pokorny – Y. Motion passed.

B. Reviewed and discussed financial reports from May 31, 2021.

**Director's Report:**

A. President Brust commented on the following points found in the printed Director's Report:

1. OMA Pandemic Extension: EO 2021-11 extended EO 2020-07 until June 26, 2021 (original EO that temporarily suspended the in-person meeting requirements of the OMA). Therefore, public bodies can continue to follow the new remote meeting requirements at least through June 26, 2021.

2. Youth Services Report by Heather Swanson: After considering other Youth Services staff of local libraires via meetings and Listerves and taking into consideration the space of our library, Ella Johnson Youth Services will continue plans for off-site, outdoor, in-person programming as they enter fall.

3. Adult & Teen Services: AS will host programs outdoors on Saturday afternoons – Irish Dancers and Our Dia De Los Muertos Party. The location of "Let Freedom Ring," a program honoring our Veterans, is yet to be determined.

B. Director Ashbrook commented on these points:

1. There is a new format for the circulation numbers that were included in the board packet.

2. The library was awarded \$24,586.78 for our FY 2021 IL Public Library per Capita Grant. The rate increased from \$1.25 to \$1.45 per resident.

3. Ella's Friends will host the book sale the first weekend of October at Prairie View Garden Center.

**President's Report:**

1. President Brust commended the Youth Services staff on their handling of an incident and its report that occurred while Director Ashbrook was on vacation.
2. The roof leak has been attended to.
3. Adult Services Manager, Phyllis Myers, has created a "video around town" featuring adults reading a book in order to promote the Summer Reading as a program for adults as well as for youth.
4. She commended Grace Galvan on her work on the Community Conversation grant.
5. Upon President Brust's recommendation the board reached consensus to allow small groups to use the community room. These groups include Dungeon & Dragons, Crafter's Circle, Ella's Friends, the book club, and tutoring groups. They will need to follow all COVID protocol.
6. Board members were reminded that all items for the agenda and/or supporting data need to be given to her and/or Director Ashbrook before the meeting. Director Ashbrook will provide a tentative agenda to board members the Tuesday before the board meeting.

**Unfinished Business:**

- A. Motion Pokorny, second Dumoulin to table discussion of the Personnel Committee status. Pokorny – Y, Brust – Y, Dumoulin – Y, Drendel – Y, Williams – Y, Mariani – Y, Wallace – Y. Motion approved.
- B. Job descriptions were accepted with noted changes.
- C. Paid Time Off (PTO) policy needs revision; tabled until July meeting.

**New Business:**

- A. Reorganization of the Board – Board consensus to retain current officers: President – Barbara Brust; Vice-President – Linda Wallace; Secretary --- Linda Drendel; Treasurer – Pat Dumoulin.
- B. Motion Brust, second Dumoulin to adopt Ordinance 2021-06-01/Calendar of Regular Meetings. Brust – Y, Wallace – Y, Dumoulin – Y, Mariani – Y, Williams –Y, Pokorny – Y, Drendel – Y. Motion approved.
- C. The Disaster Recovery Plan, recently updated, and a current list of library employees were included in board packet.

**Discussion:**

A special meeting with an Executive Session will be held on July 21, 2021, at noon, for trustees only.

**Adjournment:** President Brust adjourned the meeting at 9:43 p.m.

Respectfully submitted,

Linda Drendel, Board Secretary