

**Ella Johnson Memorial Public Library District**

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

**Minutes of September 28, 2020, Regular Meeting of the 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, Pat Dumoulin, Judy Pokorny, Karen Williams, and Linda Drendel. Absent were trustees Matthew Mariani and Linda Wallace. Also present were Library Director Nancy Ashbrook and Kim Alberth.

**Changes/Corrections to the Agenda:** None

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

**Approval of Minutes:**

Motion Dumoulin, second Pokorny to approve minutes of the August 24, 2020, Regular Meeting, minutes of September 22, 2020, Public Hearing, and minutes of September 22, 2020, Special Meeting. Voice vote to approve the minutes with corrections to the public hearing and special meeting minutes; ayes carry the motion.

**Treasurer's Report:**

A. Motion Drendel, second Dumoulin to approve the September 2020 bills for payment of \$33,607.29. Brust -Y, Williams -Y, Pokorny -Y, Drendel -Y, Dumoulin -Y. Absent Wallace and Mariani. Motion passed.

B. Reviewed and discussed financial reports from August 31, 2020.

C. Maturing CDs: two CDs currently at Resource Bank are maturing October 11, 2020. Motion Dumoulin, second Williams to close out maturing CDs and for President Brust, Treasurer Dumoulin, and Director Ashbrook to set up new CDs with the best rate available (one year) whether on-line or with a local bank. Brust -Y, Dumoulin -Y, Williams -Y, Pokorny -Y, Drendel -Y. Absent Wallace and Mariani. The motion passed.

**Director's Report:**

A. PrairieCat Admin Council Brief – a substantial investment for the library with many rewards

B. Ella's Friends annual book sale to be October 2 – 4, 2020, at Prairie View Garden Center. They will sponsor a red geranium sale in Spring 2021.

C. Reviewed library programs for this fall including Kane County Forest Preserve District Storywalk, Concert Series, and Character Storytime. Director Ashbrook commended the staff on great work.

D. Per Capita Requirements – Trustees need to read *Serving Our Public 4.0: Standards for IL Public Libraries*. The board will discuss three- or four-chapter checklists at the December 2020 board meeting.

**President's Report:**

Based on best safe practices and space constrictions in the library, President Brust made the decision that the remaining regular board meetings of 2020 and the November 2020 public hearing will be conducted via Zoom.

**Unfinished Business:** Board was directed to review the drafts from the Employee Manual – Emergency/Administrative Closings and Professional Memberships. Trustees will discuss and approve at the October board meeting.

**New Business:**

A. Motion Dumoulin, second Pokorny to transfer to Special Reserve unexpended funds from F Y 19-20 (\$24,254.58) and place into a one-year CD with best rate. Brust -Y, Dumoulin -Y, Williams -Y, Pokorny -Y, Drendel -Y. Absent: Wallace and Mariani. Motion passed.

B. Kane County CARES Act expanded allocation of received funds to include library districts. Director Ashbrook submitted a request of \$3,454.30 to cover costs incurred due to the COVID-19 pandemic. Motion Williams, second Brust to approve RESOLUTION 2020-09-28 -- AN INTERGOVERNMENTAL AGREEMENT WITH KANE COUNTY REGARDING CARES ACT SUBRECIPIENT FUNDING. Ayes: Pokorny, Drendel, Williams, Brust, Dumoulin. Nays: None. Absent: Wallace and Mariani. Motion passed. Director Ashbrook may sign the intergovernmental agreement on behalf of the library.

C. Board was directed to review the Local History Collection Policy for review at the October board meeting. After its adoption, Adult Services Manger Angel Flores will begin sorting the material. Director Ashbrook acknowledged Ella's Friends for the donation of the collection sign and the Dumoulin family for the donation of the collection cases. Both are located in the community room.

D. Director Ashbrook led the discussion on the possible reduction/change in library operating hours: After the re-opening day of July 6, 2020, the overall number of patrons has declined (Sunday attendance is particularly low); the staff workloads and normal activity have decreased significantly; and the other libraries in the area are decreasing their hours of operation. Director Ashbrook's proposal is: Beginning Monday, October 19<sup>th</sup>, 2020, that the library close on Sundays, reduce all part-time staff hours, and change Friday and Saturday hours to 12-6 p.m. (reduction of 59 to 54 hours per week). After discussion, it was determined to allow the director to implement the proposal with a re-evaluation at the end of the year.

**Executive Session:**

Motion Dumoulin, second Pokorny to enter into Executive Session at 8:49 p.m. for the purpose of discussing 5 ILC 120/2 (c)(5) – Purchase or lease of real property for the use of the public body. Brust -Y, Williams -Y, Dumoulin -Y, Pokorny -Y, Drendel -Y. Absent Wallace and Mariani. Motion passed. Board returned to regular meeting at 9:25 p.m.

**Action in Respect to Executive Session:** None

**Discussion:** President Brust reminded the board that the October 2020 meeting will be conducted via zoom.

**Adjournment:** President Brust adjourned the meeting at 9:26 p.m.

Respectively submitted,

Linda Drendel Board Secretary

