

Ella Johnson Memorial Public Library District

109 S. State Street, Hampshire, IL 60140

Minutes of October 26, 2020, Regular Meeting of the Board of Trustees, 7:00 PM / Via Zoom

President Barbara Brust called the Regular Meeting of the Board of Trustees to order at 7:04 p.m. Present were trustees: Barbara Brust, Linda Wallace, Pat Dumoulin, Judy Pokorny, Karen Williams, Matthew Mariani, and Linda Drendel. Also present was Library Director Nancy Ashbrook.

Changes/Corrections to the Agenda: None

Questions/Comments – Public or Media: None

Approval of Minutes:

Motion Dumoulin, second Mariani to approve minutes of September 28, 2020, Regular Meeting. Voice vote to approve the minutes; ayes carry the motion.

Treasurer's Report:

A. Motion Mariani, second Pokorny to approve the October 2020 bills for payment of \$19,617.20. Brust -Y, Wallace -Y, Drendel -Y, Williams -Y, Dumoulin -Y, Pokorny -Y, Mariani -Y. Motion passed.

B. Reviewed and discussed financial reports from September 30, 2020.

Director's Report:

A. New information from RAILS indicates that the library is now able to reduce the quarantine period to three days.

B. The two CDs that matured this month have been rolled over for one year at .27% at Resource Bank.

C. The unexpended funds from FY 19-20 (\$24,254.58) was transferred to Special Reserve.

D. With the new library hours and loss of 2 staff members, part-time circulation staff hours have been cut from 106 to 74.

E. As of this meeting, the library has only been closed one Sunday, and no feedback is available. The majority of phone calls to the library concern the notice of over-due books that have been returned but are not yet processed because of the quarantine period.

F. Board's attention was directed towards the PrairieCat Administration Council Brief from October 2, 2020.

G. The Friends Report: the fall book sale was a great success with a profit of \$1,551.10. Plans are to hold next year's sale once again at Prairie View Market.

President's Report: None

Unfinished Business:

A. Board accepted the Employee Manual sections: Emergency/Administrative Closings and Professional Memberships with several changes to be made.

B. Board is to review the Employee Manual section on Workplace Harassment for its approval at the November 23, 2020 meeting.

C. Motion Wallace, second Williams to adopt the Historical Collection Policy. Brust -Y, Wallace -Y, Drendel -Y, Pokorny -Y, Dumoulin -Y, Mariani -Y, Williams -Y. Motion passed.

New Business:

A. Motion Wallace, second Dumoulin to approve FY 2020-2021 Levy as presented in Scenario # 3 prepared by Director Ashbrook. Williams -Y, Mariani -Y, Pokorny -Y, Dumoulin -Y, Wallace -Y, Drendel -Y, Brust -Y. Motion passed.

B. Since a Truth in Taxation Hearing is needed, Director Ashbrook will see to it that a notice about the proposed levy and about the Levy Public Hearing to be held at 6:45 p.m. on Monday, November 23, 2020, is published.

C. Board members received a draft of the Annual Financial Report / For the Fiscal Year Ended June 30, 2020. Trustees are to review the audit and bring any concerns or questions to Director Ashbrook before November 6, 2020.

D. Motion Mariani, second Dumoulin to make the following Administrative Closings: Thanksgiving Eve, November 25, 2020, at 5:00 p.m. and New Year's Eve, December 31, 2020, at 5:00 p.m. Voice vote to approve the closings; ayes carry the motion.

Discussion:

A. Trustees were reminded that one or more board members may request for an item to be discussed in Executive Session by contacting Director Ashbrook prior to the next regularly scheduled meeting.

B. It was noted that President Brust and Treasurer Dumoulin will come into the library in order to sign library checks.

Adjournment: President Brust adjourned the meeting at 8:05 p.m.