

Ella Johnson Memorial Public Library District

109 S. State Street, Hampshire, IL 60140

Minutes of December 28, 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 7:05 p.m. Present were trustees Barbara Brust, Linda Wallace, Pat Dumoulin, Linda Drendel, Karen Williams, and Judy Pokorny. Also present were Library Director, Nancy Ashbrook, and staff member Kim Alberth. Absent was Matthew Mariani, trustee.

Changes/Corrections to the Agenda: None

Questions/Comments – Public or Media: None

Motion Dumoulin, second Wallace to approve minutes of the November 23, 2020, Public Hearing and the November 23, 2020, Regular Meeting. Brust – Y, Williams – Y, Pokorny – Y, Dumoulin – Y, Drendel – Y, Wallace – Y. Mariani – Absent. Motion passed.

Treasurer’s Report:

A. Motion Williams, second Pokorny to approve the December 2020 bills of \$19,162.16 Brust – Y, Williams – Y, Dumoulin – Y, Pokorny – Y, Drendel -Y, Wallace – Y. Mariani – Absent. Motion passed.

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

Director’s Report:

A. Cards for Kids – act passed by Gov Pritzker (June 5, 2020) to allow kids to receive a library card without paying a fee. It is unlikely our library will have any such requests because of our current Community Share program with Algonquin and Fox Valley libraries and District 300. However, this policy will be included in an updated Circulation policy in 2021.

B. Cookbook Club via Zoom – first meeting will be January 12, 2021.

C. Unemployment Claim – Director is following up first fraudulent claim and working to resolve a second fraudulent claim filed for Nancy Ashbrook.

D. President Brust commended both the Youth Services department and Kim Alberth, Circulation, on their fine work.

E. Board was directed to review information on the library program statistics, the PrairieCat Admin Council Brief, and the minutes of Ella’s Friends.

President’s Report:

Board of Trustee meetings will be held via Zoom at least through March 2021.

Unfinished Business:

A. 1. Employee Manuel – Workplace Harassment. Motion Dumoulin, second Drendel to accept changes to the policy as presented to the Board. Brust – Y, Wallace – Y, Williams – Y, Dumoulin – Y, Drendel – Y, Pokorny – Y. Mariani – Absent. Motion passed.

A. 2. Action on the policy about Holidays tabled until January 25, 2021, meeting.

B. Closed on Sunday re-evaluation -- The discussion was led by Director Ashbrook and her observations were:

1. The library has remained open for all its usual resources (notary, printer, fax, etc.).

2. Being open on Sundays has been a convenience for our patrons but until “normal times” return, it is not a necessity given the other hours during the week and on Saturday that the library is open.

3. Therefore, she recommends that the library remains closed on Sunday for the time being with another re-evaluation at the March 2021 board meeting.

C. Closed on Sunday re-evaluation -- Observations from Kim Alberth, Circulation Manager:

1. The library is busy the first couple of hours it is open on both Friday and Saturday.

2. The patron count (based on a graph Kim devised) shows that the number of Saturday patrons has increased.

3. She sees the need to continue to educate patrons on the new hours.

4. Kim hopes the library will eventually re-open on Sundays especially for the sake of school children.

New Business:

A. Standards for II Public Libraries – Chapters 2-6. Appendix K: Director Ashbrook shared an overview of the staff’s discussion of these chapters. They see a need to address the points in Chapter 6 Safety and will begin their work in January. The Board reviewed the checklists at the end of each chapter. The Board should read chapters 7, 8, 9, and 10 for review and discussion at the January 25, 2021, board meeting.

B. Karen Williams and Barbara Brust were appointed to be on the Executive Session Minutes Committee.

Discussion:

An Executive Session will be on the January 25, 2021, agenda of the Regular Board Meeting in order to discuss 5 ILCS (120/2(c)(5) – purchase or lease of real property for use of the public body.

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

Respectively submitted,

Linda Drendel Board Secretary