

Ella Johnson Memorial Public Library District

109 S. State Street, Hampshire, IL 60140

Minutes of May 24, 2021, Regular Meeting of Board of Trustees, 7:00 PM. Via Zoom

President Barbara Brust called the Regular Meeting of the Board of Trustees to order at 7:03 p.m. Present were trustees Barbara Brust, Linda Wallace, Linda Drendel, Judy Pokorny, Matthew Mariani, Karen Williams, and Pat Dumoulin. Also present was Library Director Nancy Ashbrook. Phyllis Myers was introduced as the new Adult /Tech Services Department Manager. Chris Schneider from HR Source was also present.

Changes/Corrections to the Agenda: None

Questions/Comments – Public or Media: None

Presentation: Chris Schneider, Director of Membership of HR Source, gave an overview of the benefits of membership in HR Source. Ella Johnson Library has been a member since 2015.

Approval of Minutes:

Motion Wallace, second Mariani to approve the minutes of the April 26, 2021, Regular Meeting. Wallace – Y, Mariani – Y, Brust – Y, Dumoulin – Y, Williams – Y, Pokorny – Y, Drendel – Y. Motion passed.

Treasurer's Report:

A. Motion Williams, second Mariani to approve the May 2021 bills in the amount of \$24,852.77. Williams – Y, Mariani – Y, Drendel – Y, Pokorny – Y, Dumoulin – Y, Brust – Y, Wallace – Y. Motion passed.

B. Reviewed and discussed financial reports from April 30, 2021.

Director's Report:

A. Director will address Bridge to Phase 5 – Restore IL Plan as it appears on the agenda.

B. President Brust commented on these points found in the printed Director's Report:

1. Community Survey and upcoming Community Conversation scheduled for June 20th.

2. Changes about Covid precautions made according to CDC announcement. Brust made the point that any future decision about the library building should be approved by the Board before implementation including group meetings in the library.

3. Circulation/Programming /Database Statistics; PrairieCat Delegate's Assembly and its Admin Council Briefs, and Ella's Friends meeting.

President's Report: None

Unfinished Business:

A. Motion Dumoulin, second Williams to approve FY 2021-2022 Proposed Operating Budget. Dumoulin – Y, Williams – Y, Brust – Y, Wallace – Y, Pokorny – Y, Mariani – Y, Drendel – Y. Motion passed.

B. Personnel status: Board reviewed information first given to committee members Dumoulin and Drendel. Board is to study it and send questions and or comments to Director Ashbrook so she can consider them and respond at the next regular meeting.

New Business:

A. Oath of Office was administered to newly elected board members – Pat Dumoulin, Linda Wallace (re-elected), and Karen Williams, and Matthew Mariani (newly elected).

B. Director Ashbrook explained that she and the management team decided to follow the CDC announcement that fully vaccinated people do not need to wear masks or practice social distancing. With the state reaching Phase 5 as early as July 4th, other topics still need to be considered including: Require staff to be vaccinated? In-Person programming? The drinking fountain will be opened. The June 2021 Regular Board Meeting will be held at the library.

C. Non-Resident Fee Structure (23 Ill. Admin. Code 3050.60: Motion Dumoulin, second Pokorny to use the Tax Bill Method for determining this fee. Dumoulin – Y, Pokorny – Y, Brust – Y, Mariani – Y, Wallace – Y, Williams – Y, Drendel – Y. Motion passed.

D. The library now has an updated Employee Classification Chart and an updated Organizational Chart. The Board is to review and send comments to Director Ashbrook concerning the Job Descriptions of Graphic Designer, Cataloger, and Adult/Tech Services. It is also to consider the policy for Paid Time Off (PTO).

Discussion: Arrangements were made for signing checks.

Adjournment: President Brust adjourned the meeting at 8:59 p.m.

Respectfully submitted,

Linda Drendel, Board Secretary