**Eureka Public Library Board of Trustees Regular Meeting**

**Date: June 22, 2020**

The meeting was called to order by President Don Whitman at 7:00pm

**Members present: Members absent:**

Don Whitman Marj Crowe

Tim Martin

Sandi Sylvester

Lisa Reinmann

Jane Burke

Robin Robinson

**Staff Present:**

Ann Reeves

**Minutes:**

It was moved by Trustee Martin and seconded by Trustee Burke

to approve the minutes from the regular meeting held May 18, 2020 and

the Review and Approval of June 1, 2020 Finance Committee meeting minutes.

The motion carried unanimously.

**Financial report and approval of expenditures:**

It was moved by Trustee Martin

and seconded by Trustee Burke

to approve the financial report from the month of April

and payments for the amount of $41,164.30

**Committee Reports:**

Finance: Trustee Martin presented the 2020/2021 budget. This budget reflexes a 2% raise for employees.

Library Services: Ann reported porch pickup is going very well. There have been 631 porch pickups so far. The library is beginning to take computer appointments. The Summer Reading Program has gotten very positive comments and is going very well. Katie is reading a chapter a week online. Postage was getting expensive for the kids program so Angela will be mailing every other week.

Building: Cabinets are going in the new workroom downstairs on June 30th.

Post Office: Will continue contract with the Post Office. We’ve been offered $25,000 but it will mean drawing up a new contract and we will have Phil look it over first.

**Librarian’s Report:** Ann reported 2 new databases have been added to the website, both available with a library card. We have a one year contract with News Bank to get the Peoria Journal Star online, and with Recorded Books, for over 3,800 magazines. Jesse White awarded us $8,272.50 per capita grant which has not yet arrived. Interlibrary loans will start again June 29th. Research has shown that COVID lasts no longer than 3 days on paper so turn around is much faster. The library has been offering virtual tours of famous places. The computers are being offered for 60 minute intervals every other hour. This will continue through July. When the staff feels ready the library will open for 30 minute appointments allowing 11 people per floor.

Ann is working on a personnel policy to cover staff worktime offsite, and will send it to the board by email. The policy must say “COVID” so it doesn’t blanket every illness. Matt Stoller is looking into the cost for a drive-through window. We need to determine if there is too much traffic on Main Street to have cars pulling through the alley across the sidewalk and into traffic there. The Audit will be the week of August 17th.

**Unfinished Business:** None

**New Business:** Trustee Reinmann made a motion to adopt the FY 2020/2021 Salary Schedule and Working Budget. Trustee Martin seconded. The motion passed unanimously. Trustee Robinson made a motion to adopt the non-resident fee of $246. Trustee Burke seconded. The motion passed unanimously. There was recognition of no closed meetings held in 2020; a decision past closed sessions remain closed based upon content consistent with Illinois statute 5ILCS 120. There was a reminder from June 2019 about prevailing wage information.

**Public Comments /other announcements:**

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:51pm. The motion was seconded by Trustee Martin and approved unanimously.

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 **President Secretary**

**The above is the unofficial summary of business transacted by the Eureka Public Library Board of Trustees. This summary will be reviewed and approved at the next regularly scheduled meeting of the Board of Trustees.**