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

**Date: July 27th, 2020**

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

**Members present: Members absent:**

Don Whitman

Tim Martin

Sandi Sylvester

Lisa Reinmann

Jane Burke

Robin Robinson

Marjorie Crowe

**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 June 22, 2020

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 May

and payments for the amount of $47,404.23

**Committee Reports:**

Finance: Trustee Martin reported that 82% of the budget had been used in FY 2019/20. This is due to being closed for several weeks. Trustee Crowe made a motion to authorize payment of unexpended amount of the balance from FY2019-2020 General Funds and Building Fund to Special Reserve, with the exact amount to be determined after completion of the audit. Trustee Robinson seconded. There was no discussion. The motion passed unanimously. After discussion, Trustee Reinmann made a motion to approve Ordinance 2020-2 for tax of .02% for maintenance and building for FY2020-2021. Trustee Burke seconded. There was no discussion. The motion passed unanimously. Trustee Robinson made a motion to authorize the elimination of collection items and other materials withdrawn for sale. Trustee Reinmann seconded. There was no discussion. The motion passed unanimously.

Personnel: Trustee Burke reported the addition of the new pay period/logging of hours to the employee handbook. The committee suggested all board members receive a digital copy of the personnel manual to review before the next board meeting.

Library Services: Ann reported the Summer Reading Program was a huge success! There were 380 kids signed up with 350 participating regularly. 70 of the kids had been signed up for the Early Reading Program as well. They read 290,000 minutes. Angela sent the readers envelopes with bookmarks, food, coupons, stickers, etc. The library is working on a Story Walk where pages of a book will be laminated and readers walk from place to place to read the entire story. In the College Age Reading Program 6 completed the entire program. Adults had 75 registered and 39 who turned in log books. Programming will be very small groups or online only for a while. There may be adult reading clubs that will happen via ZOOM.

Building: The library received an estimate from Project One for a drive through window. The estimate had a long list of items that would need to be done to make a window possible. The estimate came to $60, 000. It was decided a drive through window wasn’t that great of an idea. The committee closed the window on the matter. The room downstairs is completed!

**Librarian’s Report:** Ann reported that Inter-library Loans have been back for 5 weeks and are going well. RAILS shared a study that says the COVID virus doesn’t stay on books/paper as long as previously thought, even closed and stacked. They recommend holding the books three days instead of seven. Staff reviews are almost complete. The staff feels very safe in their work environment. Masks are off unless there is a “crossover” of shared space. We received the Abe Lincoln grant and have copies of YA books that are ours to keep. The “Fresh Start Market” grant is back on track and extended through January of 2022. The board will need to review the entire “Serving Our Public 4.0 Standards for Illinois Libraries” for the per capita grant, starting next month. Ann will be contacting Phil soon regarding the Post Office Contract. The library received $1745.00 in memory of Cathy Rossman. Money was also received in memory of Marion Trapp. Moving forward...the library will be open M-W- F 10am-3:30pm and 5-7pm Monday evening for patrons to come browse for 20 minutes. Patrons are to come through the back door, sanitize, and wear a mask while inside. Staff will sanitize surfaces as well throughout the day. After August 10th, a parent with two kindergarten age kids and older will be allowed to browse downstairs.

**Unfinished Business:** None

**New Business:** Trustees Burke and Robinson were appointed to certify secretary minutes and board records for FY2019/20. Trustee Martin made a motion to approve Ordinance 2020-1nto establish monthly dates for trustee meetings. Trustee Reimann seconded. There was no discussion. The motion passed unanimously. Trustee Burke made a motion to approve Intergovernmental Agreement with District 140 for 2020-2021. Trustee Crowe seconded. There was no discussion. The motion passed unanimously. After discussion, Trustee Crowe made a motion to approve Policy for Safe Library Services During COVID19. Trustee Martin seconded. The motion passed unanimously.

**Public Comments /other announcements:**

**Adjournment:** Being no other business, Trustee Sylvester moved to adjourn the meeting at 7:43pm. The motion was seconded by Trustee Reinmann 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.**