

**Board Meeting
November 12, 2019
7:00 P.M.**

1. Call to order—The meeting was called to order by President Tom Miller at 7:00 P.M.
2. Roll call—The following trustees were present: Carol Looby, Wendy McCarthy, Tom Miller, and Karen Regan. Bahira Karim, K. C. McKenna Schlee and Melissa Soliday were absent.
Also present: Administrative Librarian Carol Hall

3. Pledge of Allegiance

4. Motion to establish Consent Agenda—Motion to establish the Consent Agenda including items a, b, c, and d was made by Karen Regan and seconded by Carol Looby.
 - a. Approve minutes of October 8th Board Meeting
 - b. Approve minutes of November 5th Policy & Personnel Committee meeting
 - c. Approve payment of monthly bills in the amount of \$68,061.94
 - d. Approve Treasurer’s Report

Balance, October 1, 2019	\$1,320,551.97
Revenues	11,503.85
Expenditures	59,306.35
Balance, October 31, 2019	\$1,272,749.47

Yes: Carol Looby, Wendy McCarthy, Tom Miller, and Karen Regan
No: None

5. Motion to approve Consent Agenda—Motion to approve the Consent Agenda was made by Karen Regan and seconded by Tom Miller.
Yes: Carol Looby, Wendy McCarthy, Tom Miller, and Karen Regan
No: None

6. Communications

- Proposal from Stewart Roofing Company to make tuckpointing repairs. The proposal was accepted by the Administrative Librarian in hopes that work will commence soon.
- Information regarding Kwikbookst Edge Power demonstrator bundle.

7. Librarian’s Report

- We will start circulating hotspots Thursday. Laura suggested adding one sentence to the lending policy “Borrowers are encouraged to wait until the hotspot is checked in by a staff member.” The following sentence was added to the Lending Agreement: I will return the hotspot to the Circulation Desk and will wait while staff confirm that I have returned all components.”

These were added so that hopefully there will be no confusion about whether a patron checked out the hotspot with all its parts and whether the patron returned the hotspot with all its parts.

- We received a copy of the winning Census 2020 poster. The response rate for the 2010 census was 76.5%.
- Eliminating fines has become a popular trend in libraries; this is usually paired with automatic renewals of items that have no holds. Some libraries are automatically renewing items 10 or more times. I prepared a spreadsheet so that you can see how simply having automatic renewals has affected our income from fines.
- LIRA—I missed the general membership meeting due to a car repair.
 - Our property/casualty premium will be \$7,441/year and our Worker’s Comp premium will be \$3,413/year.
 - The pool has grown from 53 to 56 members.
 - Department Heads attended a presentation on Situational Awareness by LIRA’s loss control consultant.
 - LIRA is making available a Crisis Management product. I requested information as to cost, but I think the program may be more than we need.
- Bonnie is expected to return from medical leave December 2nd.
- We received copies of the final audit; Treasurer Carol Looby took a copy to review.
- We received a request from the Cook County Department of Health to use the meeting room on November 22nd.
- We do not have a department head available to work the Wednesday evening before Thanksgiving. From past experience we know that we have few patrons visit the library that evening. Trustees agreed that the library would close at 5 p.m. on the 27th.

8. Public Comment—None present

9. Committee Reports

- Policy & Personnel—Personnel Handbook revision—The Committee met November 5th and reviewed the draft page by page. The consultant would like to send updated Family and Medical Leave Act language. It was decided that approval would be deferred until December.
- ILA Conference—Tom Miller reported on his experience at the conference.

10. Unfinished Business

- a. Per Capita Grant requirement—Demonstration of Illinois Digital Archives online resource.—Head of Adult Services Tim White gave a short demonstration of this resource; it can be found at idaillinois.org. Tim will add it to the “Links of Interest” section of our website.
Following the demonstration President Tom Miller recognized Tim for his 25 years of service to the library.
- b. Approve expenditure of up to \$3,000 for STEM resources-Motion to approve expenditure of up to \$3,000 for STEM resources was made by Karen Regan and seconded by Wendy McCarthy.

Head of Youth Services Bonnie Pawlarczyk prepared a binder showing recommended resources; she will determine the final selection.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, and Karen Regan

No: None

11. New Business

- a. Approve Ordinance #2020-3 an Ordinance Levying and Assessing Taxes for the Fiscal Year Beginning July 1, 2019 and ending June 30, 2020—Motion to approve Ordinance 2020-3 was made by Wendy McCarthy and seconded by Tom Miller.

Yes: Carol Looby, Wendy McCarthy, Tom Miller, and Karen Regan

No: None

- b. Approve revision of Personnel Policies Handbook—Deferred until December meeting.

12. Set dates for committee meetings—None set at this time.

13. Public comment—None present.

14. Adjournment—Motion to adjourn the meeting was made by Wendy McCarthy and seconded by Carol Looby.

The motion carried on a voice vote, and the meeting was adjourned at 7:30 P.M.

President

Wendy McCarthy