

Western District Library Board Minutes July 27, 2020

Call to Order

The meeting was called to order via Zoom at 6:30 pm by President Jan Gustafson. Those present on the call were Kathi Parrish, Rod Ward, Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McGaughy. Also in attendance was Director Michelle Bailey.

Public Comments

No public comments

May Meeting Minutes

Meeting minutes from April 27th were reviewed. Rod moved to approve as written, Jeanine seconded. Voice roll call vote, approved. June meeting minutes were reviewed. Julie moved, Jeanine seconded to approve as written. Voice roll call vote, approved.

Communications

A letter was received from a library patron asking whether library is considering moving, based on comment in Village board meeting quoted in Moline Dispatch newspaper. Michelle also had a call from Lori Sampson at village, who let her know village board meeting is next week, and Michelle will attend. Meeting details will be available on village website on Friday.

Treasurer's Report

Michelle sent board pages 3-8 of reports from accountants this month, which seem to contain all vital information for board. Board discussed, Rod provided Michelle with samples of the information shared with board by former directors, which seemed a bit overwhelming. All concurred current format is more practical and easier to review. Board discussed the shortfall in the beginning balance, and it was suggested to have Kim come to a board meeting to explain again. Michelle will ask Kim when she sees her on 30th of this month. Kathi moved to accept, Julie seconded to approve as presented. Voice roll call vote, approved.

Director's Circulation Report (and Highlights)

Low circulation numbers reflect limited services for June. Curbside service began June 10, with 52 pickups (only WDL items) that month. July 1-11 continued to be curbside only, with 55 pickups in 10 days. RAILS delivery has resumed, and library re-opened its doors on July 13th, with restrictions in place. Curbside service is still offered for those unwilling to enter the building (though no one has used it since opening).

- Michelle continues to monitor the basement drain and dehumidifiers
- Auditor Kim Hoffman is scheduled for visit on July 30.
- Several informative Facebook posts have been added in July.

Programming Reports

There were twelve Facebook posts during June, including "share what you've been doing to keep busy", link to website "Teach your monster to read", introduction to "Treasure Hunt" summer reading program, and "Happy Father's Day".

Old Business

- A. Public Hearing and Tentative B&A Ordinance were sent to Dispatch Argus for publication.
- B. Michelle reported on phone call with Anders Dahlgren they had today (Jeanine was also on the call): Michelle will email to him the architect report and recommendations, as well as a floor plan and photos of the building. He will quickly develop a plan, as his calendar is pretty open due to COVID. He didn't commit to a price quote yet, but will draw that up after looking at the info sent to him tomorrow. He will come to view the library, Michelle wondered whether to have 2 members present when he's there. Suggestion was to request that he present to board via Zoom after he has prepared recommendations. Jeanine was impressed with his experience, knowledge, amenable demeanor.
- C. Michelle provided OMA link for board members. All members must complete this, so Michelle will send link out, schedule based on previous years.
- D. Building improvements grant: Sara Alexander (Colona Library) told Michelle about Live & Learn Grant from Illinois State Libraries, which could be used for back door and ramp or other projects. Due date will likely be in

January 2021, award meeting is in late Feb or early Mar. Winners are announced in March. Money may not be disbursed for several months after that. Range of awards is \$2,500-\$50,000, covering up to 50% of total cost. Local matching funds are needed. This would potentially delay starting the desired improvements by about a year. Jeanine mentioned Coulter grant money that is available as well. Because part of WDL service area is in Rock Island County, we might be able to apply for money from Carver Foundation in Muscatine County.

New Business

- A. Second read-through of Budget & Appropriations Ordinance made available (no action to be taken)
- B. Michelle received information for board consideration of a policy in event of COVID-19 positive test for staff and/or patrons. There is a RAILS member update 7/23/2020: i's a half hour presentation available for viewing, including 7 questions, which Michelle read to board. HR Source gave some guidelines, which Michelle shared as well. Issues are extremely complex, no clearcut answers to many of the questions. Director may not share with any other employees or patrons the name of a person who's been sent home with suspected COVID symptoms. Employees sent home, not for symptoms, but for contact with someone else with symptoms, do not qualify for emergency sick leave, so library would need to address that situation. Michelle will send link to board members.

Michelle received link from an employee to an article on FDA.gov site about veracity/possible misinterpretation of COVID results. Since she just got the link today, Michelle hasn't had an opportunity to read in detail.

Michelle has received info on other libraries' work from home policies, which she will keep as resource for future reference, should the need arise again.

Jan asked how computer stations for patrons have been set up. They're using 4 corner stations, with plexiglass between the 2 facing each other. Also using "press & seal" covering on keyboards, cleaning between uses. Michelle said patrons are using them frequently.

Closed Session.

Closed session proposed by Michelle. Julie so moved, Jenaine seconded. Voice vote approved. Closed session held.

Other Business/Future Agenda Considerations

Jeanine brought up future building plans for WDL, wondered if anyone has ever talked with SVEA building owners to see if they have any alternative location plans for the future or interest in selling any part of their lot which adjoins WDL's property. WDL is zoned as multi-family, SVEA is business. Kathi will talk to Kara Matzen who works at SVEA to find out who is in decision making position there, see if there are any options.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary