

**Western District Library Board Minutes**  
**April 27, 2020**

**Call to Order**

The meeting was called to order at 6:35 pm via Zoom by President Jan Gustafson. Those present on the Zoom call were Kathi Parrish, Rod Ward, Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McGaughy. Also in attendance was Director Jennifer Ryder. Non-board members in attendance were Georgia Veyette, Leslie Zwicker, Sandy Mizen, and Margie Martel.

**Public Comments**

No public comments.

**April 13 Minutes**

Meeting minutes for special meeting held on April 13<sup>th</sup> were reviewed. No corrections noted. Rod moved the minutes be approved as presented, Julie seconded. Voice vote taken and approved.

**Communications**

No new communications received.

**Treasurer's Report**

Jen provided Financial Report summary for February and March, highlights as follows:

- February report was reviewed, no changes or questions noted. Sue moved to accept as presented, Julie seconded. Voice vote taken: 7 ayes, 0 nays. Approved.
- Jen noted that on March report the newspaper job listing resulted in actual expense being 321% over budget. Overall expenses show 76% of budgeted for FY, so not in excess. \$4,000 personal property tax funds were received in March, which Jen hadn't expected. Jeanine moved to accept as presented, Candace seconded. Voice vote: 7 ayes, 0 nays. Approved.

**Director's Report**

- Circulation statistics for March are for period from 1<sup>st</sup> through 16<sup>th</sup>, until library closed on March 17<sup>th</sup> due to State of Illinois COVID-19 shelter-in-place order. Not surprisingly, website views and e-material circulation were up significantly in March.
- Before March closure, a week of events were held to celebrate Dr. Seuss' birthday, with 3 events and 39 people participating.
- About 70 patrons participated in the February Blind Date with a Book program.
- The Orion High School robotics team made a presentation, with 19 attendees.
- New fire alarm panel was installed by Per Mar, but a fire pull required by code remains to be installed.
- Fire marshall did a walk through safety assessment, noting the following:
  - Fire panel was installed correctly, though fire pull still needs to be added to meet code.
  - He expressed concern about the basement, due to infrastructure by the boiler and access to exits, so stated it should not be used for public events.
- Proceeding with building updates recommended by Legat Architects is pending for now.

**Committee Reports**

Long range planning committee scheduled meeting for Friday, May 1, 10 am, via Zoom.

**Old Business**

- a) Library closure has been extended due to IL school closures having been extended through end of school year.
- b) RAILS has cautioned libraries against resuming any staff/public interactions (e.g., curbside pickup of materials) too soon.
- c) Jen shared that nothing for re-opening policy has been clearly delineated, for example, whether library falls under definition of expanded essential services. She contacted Tony Tracy, Henry County Emergency Service Dept, for clarification. He asked her to check back in a few days, offered no guidance.
- d) CDC now recommends 72 hour quarantine on returned materials, with research continuing on how long the COVID-19 virus lives on materials. WDL is well set up to enable quarantine in basement, with direct entry from the outdoor book drop to the basement. Before moving ahead, interim director (or new director, if hired) will

need to talk again to Henry County and also with insurance agent Mike Hepner. Henry County does have some masks available for use at WDL.

- e) For staff working from home, Jen & Leslie will plan together on how to move forward. Margie can do social media work from home, and Jen will prepare some materials to enable other staff to work at home as well. A staff meeting will be held tomorrow (April 28), wherein Jen will discuss with staff. Margie's online kids story time is great, per Jan and Jeanine. This is only available on Facebook right now, so Jen will investigate other media venue alternatives (e.g., Youtube) so link can be accessed from WDL website. Jen would like to see online content developed for broader patron base as well.
- f) For director's job, hiring one additional application has been received. However, she was difficult to reach. When she finally replied, she explained she had had a family member with COVID, and has since taken another job. Current listings are free and also posted in Iowa. Jen suggests posting again at end of May to refresh placement of the listing.

### **New Business**

- a) Jen asked board to consider policy exception for unused staff vacation which would normally need to be used by end of this FY (June 30). Two employees have used all available vacation, but four have not. Some libraries are rolling over the unused time to allow use in next fiscal year, others are not. Before her departure, Jen will provide the status information to Leslie, as well as eligible hours for each employee for next FY. Board decided to table any action on this matter till May, since no one knows what will happen going forward.
- b) Jen reported that she received the approved Tax Computation Report from Henry and Rock Island Counties.
- c) Long range committee meeting (see above in Committee Reports section) scheduled.

### **Closed Session.**

No closed session.

### **Other Business/Future Agenda Considerations**

Board talked briefly about the tentative re-opening plan, again noting that nothing can be decided until more is known.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,  
Kathi Parrish, Secretary