

Western District Library Board Minutes November 23, 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 were Director Michelle Bailey and Nancy Brandt (library staff member).

Public Comments

No public comments.

October Meeting Minutes

Meeting minutes from Oct 26 were reviewed. Rod moved to approve as presented, Jeanine seconded. Voice roll call vote, approved.

Communications

An envelope from Bruce & Debra Simmons was dropped off at the library, containing check for \$1,000 on behalf of Debra's late father, Harmon Bowman, who had recently recorded children's storytimes for WDL.

Treasurer's Report

Rod had compared YTD expenses with elapsed portion of fiscal year, found only a couple line items which were over budget; otherwise WDL is under budget. Michelle noted that COVID protection supplies are included in janitor supplies. She is looking into getting windows cleaned, as it's much needed. Jeanine moved to accept report, Julie seconded. Voice vote approved.

Director's Circulation Report and Programming

- Physical circulation and desk transactions are down, in part because many people who've placed books on hold come in only as far as front stairs to pick up. These numbers are included in curbside data.
- Website views are now reported through WIX, rather than Google, which may be calculated slightly differently.
- Staff are preparing activity packets for kids' projects, with some being planned as kids+parents (e.g., glass bowl snowmen).
- Facebook posts continue, as well as storytime posts, primarily by Caitlyn, with guest reader Mindy Carls for one.

Committee Reports

No committees met. Jan did visit Pleasant Hill, IA library, to garner ideas for improvements/updates at WDL. She took photos, which she will share later.

Old Business

COVID policy: Michelle requested that board create policy for action going forward in event a staff member tests positive. When this occurred recently, she had 3 hours to determine course of action before library was due to open for the day. She contacted Jan, who had to talk to each board member to get approval to close the library, since all staff had been in contact with the infected person during potentially contagious stage. Board discussed whether to implement predetermined criteria (school closing or governor's risk tiers) for switching to curbside and/or reduced hours/days of operation. Jeanine shared that a patron had expressed to her that they are impressed with the library's measures to protect staff and patrons. After extensive discussion, board decided (1) upon reopening on Nov 30 through year end, to have curbside + ½ hour computer use by appointment for up to 4 patrons at a time, and (2) to entrust Michelle with decision about any future instances of staff COVID illness, based on her assessment of exposure to other staff members.

Because Michelle & Jan have been unable to reach Barb Link at Henry County, no answer has been provided regarding exception/extension of petition filing for potential board candidates.

New Business

- A. Board reviewed Ordinance 2020-5, Levy and Assessment on Taxes. Michelle is awaiting a call back from attorney Ansel Blink regarding method for funding the emergency furnace repairs (see item D below). Rod

moved, Susan seconded to adopt the ordinance. Voice vote approved. Michelle will send documents for e-signature from Jan and Kathi, as needed.

- B.** Board reviewed proposed 2021 holiday closing dates. Kathi moved, Jeanine seconded to approve as presented. Voice vote approved.
- C.** Michelle advised board that the Annual Treasurer's Report has been mailed to county clerks as required.
- D.** Michelle has received 2 price quotes for the furnace replacement, awaiting third quote, which she anticipates will be slightly lower than the others. Dan Myers recommends switching from rooftop unit to mini-splits, with 4 units for the library. Advantage of this alternative is that if one unit goes down, there are still 3 working. Disadvantages are (1) mini-splits are not effective with outside temps below -10, and (2) new dispersion system would need to be installed, adding to the cost of the units. New rooftop unit could use existing ductwork. Board discussed, decided to stick with rooftop unit. Dan Myers said he will no longer service library with this type furnace. Based on information provided by Michelle, Jeanine moved to replace rooftop unit with cost limit of \$15,000, Kathi seconded. Voice vote approved.
- E.** Michelle presented information on the federal Families First Coronavirus Response Act Policy, consisting of two acts:
 - (1) Emergency Family Medical Leave Act Expansion
 - (2) Emergency Paid Sick Leave ActBoth deal with leave for employees related to coronavirus. No action required.
- F.** Coulter Grant request has been submitted for Makerspace materials and building upgrade (specifically the furnace replacement). Per Michelle's conversation with Jerry Meyer, who's on the grant committee, the funds may be used for the furnace work. He suggested asking for both items.
- G.** Renewal for Main Street Orion membership is due. Jeanine moved to renew at current \$300/year rate, Rod seconded. Voice vote approved.
- H.** Michelle shared letter from PrairieCat, outlining their adoption of Illinois Municipal Retirement Fund (IMRF), making this available to member libraries. While this doesn't affect WDL directly at this time, Michelle pointed out the following provision: if (1) PrairieCat were dissolved, and (2) their guarantor for required contributions, RAILS, were unable to pay outstanding contributions, the members would be jointly and severally liable for these obligations.

Closed Session

Closed session was held.

Other Business/Future Agenda Considerations

Board discussed alternatives to holiday staff party, which won't be possible this year. Decision was to purchase a couple gift items, which will be delivered to the library for staff to take home.

Rod moved to adjourn, Jeanine seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary