

**JERSEYVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Tuesday, April 20, 2021 at 6:30 p.m.  
Meeting room at 105 North Liberty Street or  
by phone**

**MINUTES**

President Josh Hileman called to order the meeting at 6:30 p.m. Others present: Helen Gubser, Laura Woodring, Matt Derrick, Juan Lingow, Steve LeBlanc, Marcia Adams and Librarian Anita Driver. Jerry Schleper and Michelle Hopper reported they would be absent.

No public comment

**On motion by J. Lingow, 2<sup>nd</sup> by S. LeBlanc**, the agenda was approved. Motion carried unanimously.

**On motion by M. Adams, 2<sup>nd</sup> by M. Derrick**, the consent agenda including minutes of the March 16, 2021 meeting and the following treasurer's report was approved. Motion carried unanimously.

**BUDGET ACCOUNT**

\$250,509.09 Reported balance February 28, 2021

666.28 Corporate Replacement Tax

11.44 Interest

327.40 Non-Resident Fees

310.00 Non-Resident Fees—E-pay

662.49 Fines

48.10 Fines—E-pay

400.20 Copies

71.95 Copies—E-pay

22.00 Scans to Email

7.99 Lost Items

31.99 Lost Items—E-pay

230.50 FAX

20.00 FAX—E-pay

126.00 Program Fees

29.00 Gifts & Memorials

5.35 Book/Magazine Sales—E-pay

253,479.78 Total Balance and MTD Receipts

32,737.75 Less Expenses for March 2021

\$220,742.03 Balance March 31, 2021\*

\*\$127,858.58 Checking Account

140.00 Cash on Hand

18,701.02 Illinois Funds—E-pay

74,042.43 Illinois Funds—Working Cash

**GIFTS & MEMORIALS**

\$113,190.97 Illinois Funds

20,512.44 Checking

**SPECIAL RESERVE**

\$444,507.96 Illinois Funds

9,665.97 Checking

The following check register was presented by A. Driver.

Check #	Date	Payee	Cash Account	Amount
12333	4/8/21	Card Services VISA	1000	1,287.70
12333a	4/8/21	VOID	1000	
12333b	4/8/21	VOID	1000	
12333c	4/8/21	VOID	1000	
12334	4/8/21	Anita Driver	1000	158.00
12335	4/20/21	American Library Association	1000	225.00
12336	4/20/21	Baker & Taylor	1000	1,415.22
12337	4/20/21	Brockman Co.	1000	23.16
12338	4/20/21	Sara Brown	1000	625.00
12339	4/20/21	Campbell Publications	1000	69.90
12340	4/20/21	Cengage Learning Inc / Gale	1000	323.36
12341	4/20/21	Church's Lawn Care	1000	106.00
12342	4/20/21	City of Jerseyville	1000	11,014.18
12343	4/20/21	Grafton Technologies, Inc	1000	206.16
12344	4/20/21	GRP Mechanical Contractors	1000	2,390.84
12345	4/20/21	Illinois Power Marketing dba	1000	629.05
12346	4/20/21	Illinois American Water	1000	115.59
12347	4/20/21	Illinois Heartland Library System	1000	224.00
12348	4/20/21	Kanopy, Inc.	1000	26.00
12349	4/20/21	Lazerware Inc.	1000	1,128.20
12350	4/20/21	Library Ideas LLC	1000	9.00
12351	4/20/21	Midwest Tape	1000	1,149.21
12352	4/20/21	Payroll	1000	19,511.72
12353	4/20/21	Pointer Electric	1000	316.99
12354	4/20/21	Robert (Bob) Sanders Waste Systems, Inc	1000	70.88
12355	4/20/21	Elizabeth Smilack	1000	25.00
12356	4/20/21	Smith's Pest Control	1000	45.00
12357	4/20/21	Today's AdVantage, LLC	1000	81.34
12358	4/20/21	Tricounty FS, Inc.	1000	62.64
12359	4/20/21	Watts Copy Systems, Inc.	1000	309.17

**On motion by J. Lingow, 2<sup>nd</sup> by L. Woodring, the bills will be paid as well as a few usual and customary bills which have not been received. Motion carried unanimously.**

Written staff reports were presented with these statistics and highlights:

**STATISTICS:**

- Library visits – 3,512
- Circulation – 4,997
- Holds placed – 1,284
- Holds satisfied – 1,283
- Items added to the database – 272
- Hoopla – 295 downloads

**HIGHLIGHTS**

- Staff wrote and videoed a National Library Giving Day commercial which aired on FaceBook
- State Library certification and Interlibrary Loan Reports for 2020/21 were submitted
- The Storywalk Great Pedal Tractor Event was a big success, the most successful Covid time program to date.
- Take and make crafts continue to be popular with children and adults.

**MATERIALS, BYLAWS AND POLICY COMMITTEE:**

- **On motion by** H. Gubser, 2<sup>nd</sup> by M. Adams, the policy revisions presented at the March 16, 2021 meeting were accepted with two additional revisions. Motion carried unanimously.
- There was a discussion of van policy and library charge card policy.

#### **BUILDING AND GROUNDS**

- S. LeBlanc presented an update on the expansion project.

#### **FINANCE COMMITTEE**

- Salary schedule for fiscal year 2021/22 was tabled.
- McCauley-Brown Endowment for 2019/20 and 2020/21 will be used for the purchase of 3 new laptops and 3 new mini computers.

#### **TECHNOLOGY COMMITTEE**

- M. Derrick confirmed the purchase of computers with McCauley-Brown Endowment funds.

#### **FRIENDS OF THE LIBRARY**

- The proceeds from the Friends of the Library first tent sale of the season was \$1,112.

There was no correspondence, old business, new business or business for discussion only.

No public comment

**On motion by** S. LeBlanc, 2<sup>nd</sup> by M. Adams, the meeting was adjourned at 7:28 p.m.

The next two meetings will be the fourth Tuesday of the month: May 25 and June 29, 2021.

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Helen Gubser, Secretary

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Anita Driver, Assistant Secretary