

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, APRIL 28, 2020 at 6:30 p.m.
Virtual Meeting via Google Hangout Meet**

MINIUTES

President Jerry Schleper called to order a regular meeting held of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others attending were: Helen Gubser, Michelle Lyons, Juan Lingow, Steve LeBlanc, Josh Hileman, Laura Woodring, Marcia Adams, and Anita Driver. Ruth Ficker was absent. A virtual meeting was held due to the COVID 19 quarantine.

There was no public comment via call in.

On motion by J. Lingow, 2nd by L. Woodring, the agenda was approved. Motion carried unanimously.

On motion by M. Lyons, 2nd by J. Lingow, the consent agenda including the following treasurer's report was approved.

BUDGET ACCOUNT

\$188,423.62 Reported balance February 29, 2020
90.33 Interest
930.00 Non-Resident fees
567.82 Fines
53.59 Fines—E-pay
268.75 Fines
40.70 Fines—E-pay
14.00 Scans to email
82.46 Lost items
94.00 FAX
5.00 Coffee house
14.25 Gifts & memorials
18.00 Book/Magazine sales—E-pay
19.00 Miscellaneous (staff bought t-shirt-\$13, laminating-\$6)
190,621.52 Total balance and MTD income
35,315.59 Less expenses for March 2020
\$155,305.93 Balance March 31, 2020*

*\$69,506.47 Checking
140.00 On hand
11,741.04 Illinois Funds—E-pay
73,918.42 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$22,513.01 Checking
37,974.10 Illinois Funds

SPECIAL RESERVE

\$430,862.89 Illinois Funds
24,470.12 Checking

Approval of the March 16, 2020 and April 14, 2020 minutes were tabled.

The following check register was presented by A. Driver.

Check #	Date	Payee	Cash Account	Amount
12021	4/27/20	American Library Association	1000	225.00
12022	4/27/20	Baker & Taylor	1000	1,158.31
12023	4/27/20	Campbell Publications	1000	41.94
12024	4/27/20	Church's Lawn Care	1000	61.00
12025	4/27/20	City of Jerseyville	1000	27,040.40
12026	4/27/20	Demco	1000	133.65
12027	4/27/20	Direct Energy Business	1000	1,481.05
12028	4/27/20	Gale/CENGAGE Learning	1000	320.81
12029	4/27/20	Gardner Media LLC	1000	199.86
12030	4/27/20	Grafton Technologies, Inc	1000	195.06
12031	4/27/20	Illinois Heartland Library System	1000	103.00
12032	4/27/20	Jerseyville Water Department	1000	105.18
12033	4/27/20	Midwest Tape	1000	538.43
12034	4/27/20	Payroll	1000	28,148.30
12035	4/27/20	Rex Encore Media	1000	65.07
12036	4/27/20	Watts Copy Systems, Inc.	1000	233.60
12037	4/28/20	Card Services VISA	1000	1,294.70
12037a	4/28/20	VOID	1000	
12037b	4/28/20	VOID	1000	
Total				61,345.36

On motion by S. LeBlanc, 2nd by J. Schleper, the bills will be paid. Motion carried unanimously.

Librarian’s report:

- The book drop will be reopened tomorrow. Materials will be cleaned following the guidelines of the Institute of Museum and Library Services on how to “mitigate COVID-19 when working with paper-based, circulating, and other types of collections”. Anita gave Unit 100 permission to direct students to drop their library materials in the drop.
- Anita presented the opposing views of Attorney Phil Lenzini and law firm Ancil Glink on whether or not libraries were essential services in Governor Pritzker’s executive order.
- Beth Smilack is entering a PSA movie in a Census Bureau contest with a \$30,000 prize.
- The library has a new on demand product for eBooks called Freading. Patrons may start using on May 1. Freading has eBooks for all ages.

Committees

Materials, Bylaws and Policy – no report

Finance Committee:

- April is the last month of the fiscal year. The budget is in good shape.
- The Board reviewed the 2010 McCauley-Brown Fund award letter stating that is to be used “to provide services to the poor and elderly”. Since expansion fits this criteria, the 2019 and 2020 McCauley-Brown fund will be added to our expansion construction fund.

Technology – no report

Friends of the Library

- The Friends are not accepting donated materials during the COVID 19 quarantine.

- Terry Wood continues to sell on E-bay.

NO CORRESPONDENCE

Under old business, work continues on the construction grants.

Under new business, there was a discussion of staff work status going forward during the remainder of the Governor’s executive order. Anita presented the opinion being shared from the Illinois Heartland Library System’s legal counsel: “for Minimum Basic Operations (which by the way DOES permit library employees to engage in minimum necessary activities including preserving inventory [books and materials], the physical plant, and facilitating remote work etc.)”. Based on this our staff can work their normal number of hours performing tasks such as a complete inventory of the collection, planning digital summer reading clubs, processing new materials, etc.

No public comment.

On motion by S. LeBlanc, 2nd by M. Adams, the meeting was adjourned at 7:25 p.m. Motion carried unanimously.

Secretary

Assistant Secretary