

Jerseyville Public Library
BOARD OF TRUSTEES MEETING
Tuesday, August 18, 2020 at 6:30 p.m.
Meeting room at 105 North Liberty Street

MINUTES

The August 18, 2020 meeting was called to order by President Josh Hileman at 6:30 p.m. Those present were: Helen Gubser, Jerry Schleper, Marcia Adams, Steve LeBlanc, Laura Woodring, Michelle Lyons, and Anita Driver. Juan Lingow attended remotely.

The board, Friends of the Library, and members of the public immediately went to the parking lot where Librarian Anita Driver announced the receipt of the Public Library Construction Act Grant.

No public comment

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

On motion by M. Lyons, 2nd by J. Schleper, the consent agenda including minutes of the July 21, 2020 and the following treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$56,927.04 Reported balance June 30, 2020

3.78 Interest
1,395.00 Non-resident fees
1,085.00 Non-resident fees—Epay
449.35 Fines
49.50 Fines—Epay
623.00 Copies
.50 Copies—Epay
5.00 Scans to email
160.00 Meeting room
106.39 Lost items
303.00 FAX
10.00 FAX—Epay
130.00 Program fees (Adult SRC craft)
1.00 Coffee house
325.34 Gifts & Memorials (donations at desk \$23.55, \$36.99 gift book, \$265 Munsterman)
-75.00 Epay memorial transferred to G&Ms account
100.00 Storywalk sponsorships
27.00 Miscellaneous
<u>61,625.90</u> Balance plus MTD Income
<u>31,084.50</u> Less expenses for July 2020
\$30,541.40 Balance July 31, 2020*

*\$14,743.07 Checking

140.00 On hand

13,636.25 Illinois Funds—Epay

2,022.08 Illinois Funds—Working cash

GIFTS & MEMORIALS

\$35,848.01 Checking

38,126.25 Illinois Funds

SPECIAL RESERVE

\$401,719.58 Illinois Funds Special Reserve

12,661.77 Special Reserve Checking

The check register was presented by Librarian Driver:

Check #	Date	Payee	Cash Account	Amount
12120	8/18/20	Baker & Taylor	1000	512.19
12121	8/18/20	Campbell Publications	1000	110.82
12122	8/18/20	Church's Lawn Care	1000	244.00
12123	8/18/20	City of Jerseyville	1000	15,587.51
12124	8/18/20	Direct Energy Business	1000	1,046.61
12125	8/18/20	Grafton Technologies, Inc	1000	197.19
12126	8/18/20	IHLS-OCLC	1000	999.69
12127	8/18/20	Illinois Heartland Library System	1000	11,773.10
12128	8/18/20	Illinois Library Association	1000	1,007.95
12129	8/18/20	Jerseyville Water Department	1000	3.44
12130	8/18/20	Julie's Graphics	1000	120.00
12131	8/18/20	Lazerware Inc.	1000	1,122.80
12132	8/18/20	Library Ideas LLC	1000	23.50
12133	8/18/20	Chris Maness	1000	420.00
12134	8/18/20	Midwest Tape	1000	2,247.83
12135	8/18/20	Mississippi Valley Library District	1000	26.99
12136	8/18/20	Payroll	1000	17,666.66
12137	8/18/20	The Penworthy Company LLC	1000	132.06
12138	8/18/20	Rex Encore Media	1000	65.07
12139	8/18/20	Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
12140	8/18/20	Safeguard Business Systems	1000	311.60
12141	8/18/20	Smith's Pest Control	1000	45.00
12142	8/18/20	Twin L Clean	1000	625.00
12143	8/18/20	Watts Copy Systems, Inc.	1000	205.45

On motion by J. Schleper, 2nd by J. Lingow the bills with the addition of the VISA bill, \$1,107.14, will be paid. Motion carried unanimously.

Librarian's report:

- Operations with COVID-19 restrictions has gone smoothly. There have been few disgruntled patrons due to mask requirements; however, some with contract tracing. Staff tells them that signing in with your name and number for contact tracing is voluntary.
- Stats: circulation-4,581; holds placed-1,098; holds satisfied-1,189; items added to the database-197; library visits-2,970.
- There were a record number of non-resident cards sold in the month of July 2020.
- Hannah Rose is our new 18 hour per week employee. She begins work on Monday, August 24, 2020.
- Trivia: when Illinois Heartland Library System hold requests were turned back on post COVID-19 closures, there were 254 items on the list.

Committees:

- Materials, Bylaws and Policy will meet Tuesday, September 15, 2020 at 6:00 p.m. to work on personnel policies.
- Finance
 1. A. Driver handed out a copy of the construction budget as submitted to the State Library in June and a summary of funds available as of the middle of August 2020.
 2. \$75,000 from the Gifts & Memorials checking will be transferred to the interest bearing G&Ms Illinois Funds.

3. Surplus from the 2019/20 fiscal year, \$42,500, will be transferred to the Special Reserve Illinois Funds account.
- The Friends of the Library will hold their next book sale on August 28 and 29, 2020. They will accept donations as well at this time. A. Driver reported they took in over 50 boxes of donations materials at the July sale. Their eBay sales for July were \$304.

Correspondence

- A letter was read from the State Library notifying us that we were awarded the construction grant that had been applied for.
- Thank you notes were read from Katie Thiel for adult summer reading club and from Herrin City Library for the use of a Storywalk story set.

President J. Hileman made the following committee appointments for fiscal year 2020/21:

- Materials, Bylaws and Policy: H. Gubser-chair, J. Lingow, L. Woodring, M. Lyons
- Building and Grounds: S. LeBlanc-chair, J. Lingow, J. Schleper, New appointment
- Finance: M. Lyons-chair, M. Adams, J. Schleper, H. Gubser
- Technology: New appointment-chair (contingent on appointment by City), L. Woodring, S. LeBlanc, M. Adams

Committee sizes were changed to four.

On motion by M. Lyons, 2nd by S. LeBlanc, the Jerseyville Public Library Board of Trustees resolve that a dedicated checking account will be established for the **Public Library Construction Act Grant** at the Jersey State Bank, Jerseyville, IL. Motion carried unanimously.

On motion by J. Schleper, 2nd by M. Adams, the meeting was adjourned. Motion carried unanimously.

Secretary

Assistant Secretary