

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, MARCH 16, 2021 @ 6:30 PM
Meeting room at 105 North Liberty Street OR Join by phone at
(US) +1 401-902-3486 (PIN: 901508475)**

MINUTES

President Josh Hileman called to order a regular meeting of the Board of Trustees at 6:30 p.m.
Other present: Helen Gubser, Marcia Adams, Matt Derrick, Juan Lingow, Steve LeBlanc, Laura Woodring, Michelle Lyons, Jerry Schleper and Anita Driver. Attending virtually—None

PUBLIC COMMENT: None

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

On motion by L. Woodring, 2nd by J. Schleper, the February 23, 2021 minutes were approved. Motion carried unanimously.

The following treasurer's report was presented by A. Driver:

BUDGET ACCOUNT

\$283,430.30 Reported balance January 31, 2021
12.66 Interest
310.00 Non-resident fees
775.00 Non-resident fees—E-pay
212.38 Fines
36.25 Fines—E-pay
139.95 Copies
3.15 Copies—E-pay
2.50 Scans to email
94.95 Lost items
40.25 Lost items—E-pay
142.50 FAX
22.00 FAX—E-pay
72.90 Gifts (\$50 Bidlack + desk donations)
25.00 Gifts—E-pay
50.00 Storywalk sponsorship
78.10 Miscellaneous

285,447.89 Total balance and MTD income

34,938.80 Less expenses for February 2021
\$250,509.09 Balance February 28, 2021*

*\$158,118.86 Checking
140.00 On hand
18,211.53 Illinois Funds—E-pay
74,038.70 Illinois funds—Working Cash

GIFTS & MEMORIALS

\$113,185.22 Illinois Funds
20,512.44 Checking

SPECIAL RESERVE

\$444,485.48 Special Reserve
12,665.46 Checking

On motion by M. Lyons, 2nd by J. Schleper, the report was accepted. Motion carried unanimously.

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
12307	3/16/21	1:16 Lawn Care	1000	40.00
12308	3/16/21	Baker & Taylor	1000	1,217.50
12309	3/16/21	Sara Brown	1000	250.00
12310	3/16/21	Card Services VISA	1000	1,539.97
12310a	3/16/21	VOID	1000	
12310b	3/16/21	VOID	1000	
12310c	3/16/21	VOID	1000	
12311	3/16/21	Cengage Learning Inc / Gale	1000	368.29
12312	3/16/21	City of Jerseyville	1000	3,721.56
12313	3/16/21	Demco	1000	316.40
12314	3/16/21	Diamond Lake Book Co.	1000	221.22
12315	3/16/21	Fire Safety Inc.	1000	62.00
12316	3/16/21	Gardner Media LLC	1000	199.67
12317	3/16/21	Grafton Technologies, Inc	1000	197.06
12318	3/16/21	Illinois Power Marketing dba	1000	1,438.44
12319	3/16/21	Illinois American Water	1000	105.32
12320	3/16/21	Kanopy, Inc.	1000	5.00
12321	3/16/21	Lazerware Inc.	1000	1,128.20
12322	3/16/21	Library Ideas LLC	1000	8.00
12323	3/16/21	Midwest Tape	1000	836.40
12324	3/16/21	Payroll	1000	19,491.38
12325	3/16/21	R.P. Lumber Company, Inc.	1000	12.47
12326	3/16/21	Robert (Bob) Sanders Waste Systems, Inc	1000	70.88
12327	3/16/21	Elizabeth Smilack	1000	25.00
12328	3/16/21	Smithton Public Library	1000	10.00
12329	3/16/21	Systems Technology Group	1000	595.00
12330	3/16/21	Tricounty FS, Inc.	1000	163.61
12331	3/16/21	Twin L Clean	1000	500.00
12332	3/16/21	Watts Copy Systems, Inc.	1000	198.22
Total				32,721.59

On motion by J. Lingow, 2nd by M. Derrick, the bills will be paid. Motion carried unanimously.

STAFF REPORTS:

Anita

- In the first 3 clinics we secured vaccine reservations for 172 people.
- February 2021 statistics: Visits: 5,277; circulation: 4,259; holds placed: 1,201; holds satisfied: 1,268; items added to the database: 194; Hoopla 295 downloads.

Beth S.:

- Some popular Facebook posts were StoryWalk sponsor for March, the StoryWalk Seeds giveaway and the Vaccine window opened for reservations.
- On Instagram Beth starting to adding “stories” which are popular little videos or content posted for 24 hours only.
- ADA compliance was visited for the website and Beth began correcting some issues - we are compliant for the most part with a few correctable issues including adding Alt Text to photos

LAURIE

- For February Laurie planned Take & Make Craft, Kindness Tree activity, Vanity Plates Contest, and Abe Lincoln Award Winners. The Kindness Tree was a huge success.

BETH T.

- Beth finished shifting the adult fiction and made new signs for the ends of the ranges so that it will be easier

CHRIS

- Chris cataloged 119 items and Sarah Brown covered them.
- She also coordinated the "Crafts with Chris" for March and assembled 24 packets which are all sold. More supplies were ordered.

COMMITTEES:

Materials, Bylaws and Policy -- H. Gubser presented Personnel Policy revisions for the Boards consideration. These revisions will be voted on at the March 20, 2021 regular meeting.

Building and Grounds

- The HVAC unit in the 2nd floor magazine area was repaired. The equipment was covered under warranty but we have to pay the labor.
- Discussion was held on the status of the expansion project.

Finance: No report

Technology -- M. Derrick updated the Board on the status of computer replacement and reduction in the number of computers under maintenance contract. A. Driver will proceed with purchase of computers under Matt’s direction.

Friends of the Library -- Their first tent sale of the season will be April 16 and 17th, same day as City wide yard sales. Any help is appreciated.

CORRESPONDENCE: None

OLD BUSINESS

- The Per Capita Grant requirements were discussed and the grant was properly submitted on Friday, March 12, 2021.
- Restoration of hours, services and volunteers work was discussed. With the Jersey County Health Departments approval, revised hours will be:
Monday – Thursday 8:30-8:00
Friday and Saturday 8:30-5:00
Sunday 1:00-4:00

NEW BUSINESS: None

BUSINESS FOR DISCUSSION ONLY: None

PUBLIC COMMENT: None

On motion by J. Schleper, 2nd by S. Leblanc, the meeting was adjourned at 7:40 p.m.

Secretary

Assistant Secretary