

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES
ANNUAL MEETING
Tuesday, May 26, 2020 at 6:30 p.m.
Meeting room at 105 North Liberty or
via Google Hangout Meet**

MINUTES

President Jerry Schleper called to order the annual meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Other present: Josh Hileman, Steve LeBlanc, Michelle Lyons, Laura Woodring, Marcia Adams and Anita Driver. Juan Lingow and Ruth Ficker reported they would be absent.

No public comment

On motion by J. Hileman, 2nd by S. Leblanc, the agenda was approved. Motion carried unanimously.

On motion by L. Woodring, 2nd by M. Lyons, the consent agenda including minutes of the March 16, April 14, April 28 and May 7, 2020 meetings and the following treasurer's report for April 2020 was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$155,305.93 Reported balance March 31, 2020
 17,201.79 Real estate taxes
 2,756.32 Corporate replacement tax
 70.57 Interest
 5.80 Fines—E-pay
 125.00 Gifts & memorials—E-pay
 7.11 Miscellaneous income—E-pay
 175,472.52 Total balance and MTD receipts
 58,852.09 Less expenses for April 2020
 \$116,620.43 Balance April 30, 2020*

*\$30,621.11 Checking
 140.00 On hand
 11,879.91 Illinois Funds—E-pay
 73,979.41 Illinois Funds—Working Cash

GIFTS & MEMORIALS

\$32,513.01 Checking
 38,005.45 Illinois Funds

SPECIAL RESERVE

\$431,218.42 Illinois Funds
 721.12 Checking

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
12038	5/26/20	Card Services VISA	1000	183.80
12039	5/26/20	Baker & Taylor	1000	521.95
12040	5/26/20	Campbell Publications	1000	206.40
12041	5/26/20	Cengage Learning Inc / Gale	1000	284.78

12042	5/26/20	Church's Lawn Care	1000	305.00
12043	5/26/20	Direct Energy Business	1000	982.00
12044	5/26/20	First Bank	1000	35.00
12045	5/26/20	Grafton Technologies, Inc	1000	185.49
12046	5/26/20	Jerseyville Water Department	1000	123.86
12047	5/26/20	Lazerware Inc.	1000	3,295.97
12048	5/26/20	Midwest Tape	1000	538.41
12049	5/26/20	Payroll	1000	17,866.80
12050	5/26/20	R.P. Lumber Company, Inc.	1000	40.76
12051	5/26/20	Rex Encore Media	1000	195.21
12052	5/26/20	Elizabeth Smilack	1000	45.00
12053	5/26/20	Tricounty FS, Inc.	1000	126.22
12054	5/26/20	Tumbleweed Press Inc.	1000	375.00
12055	5/26/20	Watts Copy Systems, Inc.	1000	118.02
12056	5/28/20	Cengage Learning Inc / Gale	1000	1,420.26
12057	5/28/20	City of Jerseyville	1000	3,721.56
12058	5/28/20	World Trade Press	1000	300.00
Total				30,871.49

On motion by S. Leblanc, 2nd by L. Woodring, the bills will be paid. Motion carried unanimously.

Librarian's report:

- Curbside service, in place due to COVID-19, began May 11, 2020 and is going smoothly. Circulation for May 11 – May 25 has been 588 items.
- Hoopla circulation for April 2020 was 329 items. Circulation for all of our digital products is up also due to COVID-19.
- Staff is wrapping up scanning the entire collection for inventory in Polaris. Under the direction of Beth Tittle, they will now search for missing items and finalize inventory.
- Our plan to open the building in Phase 3 of Governor Pritzker's COVID-19 directive is in place to open on June 1, 2020. The plan has been approved by the Jersey County Health Department.

Committees:

- Materials, Bylaws and Policy—No report
- Building and Grounds—the preventative maintenance agreement with GRP for the second floor HVAC will be renewed. Checks will be spring and fall.
- Finance
 1. **On motion by J. Hileman, 2nd by M. Adams, the annual report for 2019-20 was accepted and the appropriations request for 2020-21 will be sent to the City. Motion carried unanimously.**
 2. With the 2019-20 financial report complete, the committee will now meet to work on the 2021-22 working budget and levy request.
 3. Working cash will be transferred to checking.
- Technology—new liquid resistant, Kensington keyboards are in place on the PAC computers, courtesy of Lazerware. The keyboards, at no charge, are part of our full contract agreement with them. Our technician, Brad Blatter, instructed us to disinfect the keyboards with a light mist of an aerosol disinfectant.
- Friends of the Library—The number one question during the COVID-19 closures has been when patrons can bring in donations. So, the Friends plan to have a 2 day combined

collection/sale day. This event will be outside, under the tent. They will not set up tables and sort instead simply put out boxes for materials for sale.

The Materials, Bylaws and Policy Committee consisting of Helen Gubser, Laura Woodring and Juan Lingow, with Laura Woodring as chair, will be the Nominating Committee. They will present a slate of officers to be voted on at the next regular meeting scheduled for June 23, 2020.

Meeting dates for fiscal year 2020-21 will be:

May 26	September 15	January 19
June 23	October 27	February 16
July 21	November 17	March 16
August 18	December 15	April 20
		May 25, 2021

No public comment

On motion by S. LeBlanc, 2nd by J. Hileman, the meeting was adjourned at 7:50 p.m. Motion carried unanimously.

Secretary

Assistant Secretary