

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
Tuesday, September 15, 2020 at 6:30 p.m.**

MINUTES

President Josh Hileman called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present included: Michelle Lyons, Laura Woodring, Juan Lingow, Matt Derrick, Marcia Adams, Steve LeBlanc, Jerry Schleper and Helen Gubser. Librarian Anita Driver attended by Google Meet due to being quarantined at home.

Public comment: the newest staff member, Hannah Rose, was introduced.

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

On motion by M. Adams, 2nd by J. Schleper, the consent agenda including the August 2020 minutes and the treasurer's report for August 2020, was approved with a correction to the minutes. Motion carried unanimously.

\$ 30,541.40	Reported balance July 31, 2020
303,301.79	Real estate taxes
2,781.04	Corporate replacement tax
5.03	Interest
465.00	Non-resident fees
620.00	Non-resident fees
204.54	Fines
5.00	Fines—E-pay
208.70	Copies
33.75	Copies—E-pay
3.00	Scans to Email
62.82	Lost items
114.50	FAX
65.00	FAX—E-pay
6.35	Gifts & Memorials
8.05	Book/Magazine sales—E-pay
5.00	Miscellaneous
338,430.97	Balance plus MTD income
<u>98,191.27</u>	Expenses for August 2020
\$240,239.70*	

*\$223,729.69	Checking
140.00	On hand
14,347.63	IL Funds—E-pay
2,022.38	IL Funds—Working Cash

GIFTS & MEMORIALS

\$ 4,782.44	Checking
113,131.42	Illinois Funds

SPECIAL RESERVE

\$444,273.99	Illinois Funds
12,662.32	Checking

Matt Derrick was administered by oath of office by Secretary Gubser then he was appointed to the Building and Grounds Committee and Chair of the Technology Committee.

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
12107V	9/18/20	Twin L Clean	1000	-500.00
12146	9/18/20	ATIS Elevator Inspections, LLC	1000	222.50
12147	9/18/20	Baker & Taylor	1000	1,000.18
12148	9/18/20	Campbell Publications	1000	83.88
12149	9/18/20	Card Services VISA	1000	1,227.13
12149a	9/18/20	VOID	1000	
12149b	9/18/20	VOID	1000	
12149c	9/18/20	VOID	1000	
12150	9/18/20	Cengage Learning Inc / Gale	1000	300.72
12151	9/18/20	Center Point Large Print	1000	1,261.98
12152	9/18/20	Chucks Cleaning Service	1000	550.00
12153	9/18/20	Church's Lawn Care	1000	244.00
12154	9/18/20	City of Jerseyville	1000	3,721.56
12155	9/18/20	Direct Energy Business	1000	328.45
12156	9/18/20	Gardner Media LLC	1000	511.41
12157	9/18/20	Grafton Technologies, Inc	1000	198.13
12158	9/18/20	Illinois Office State Fire Marshall	1000	75.00
12159	9/18/20	Jerseyville Water Department	1000	111.78
12160	9/18/20	Kids Reference Company	1000	242.41
12161	9/18/20	Lazerware Inc.	1000	1,093.45
12162	9/18/20	Library Ideas LLC	1000	34.50
12163	9/18/20	Midwest Tape	1000	1,777.46
12164	9/18/20	Motion Picture Licensing Corporation	1000	138.49
12165	9/18/20	Payroll	1000	17,522.36
12166	9/18/20	ProQuest LLC	1000	946.40
12167	9/18/20	R.P. Lumber Company, Inc.	1000	24.47
12168	9/18/20	Robert (Bob) Sanders Waste Systems, Inc	1000	67.50
12169	9/18/20	Telegraph	1000	312.00
12170	9/18/20	Today's AdVantage, LLC	1000	182.91
12171	9/18/20	Tricounty FS, Inc.	1000	62.64
12172	9/18/20	Twin L Clean	1000	1,000.00
12173	9/18/20	Watts Copy Systems, Inc.	1000	190.45
Total				32,931.76

On motion by M. Lyons, 2nd by J. Lingow, the bills will be paid when A. Driver is able to return to the building. Motion carried unanimously.

Librarian's report:

- Statistics for August 2020: Circulation was 4,772; 1,211 holds placed; 1,132 hold satisfied; 268 items added to the database; 2,564 visits.

Materials, Bylaws and Policy Committee:

Librarian A. Driver reported on COVID quarantine requirements.

On motion by S. LeBlanc, 2nd by M. Adams, if an employee is quarantined by order of the Jersey County Health Department, such employee is entitled to up to two weeks' pay. Motion carried unanimously.

Revisions to the Family and Medical Bereavement, Child Bereavement and VESSA leave were presented for consideration. It will be voted on in October 2020.

The **Building and Grounds Committee** updated the Board on the status of the expansion project.

The **Finance Committee** will have a report on salary in October 2020.

The **Technology Committee** will meet before the next meeting to discuss equipment updates.

Librarian A. Driver reported on EBay sales and the **Friends** tent sales.

No **Old Business**

No **New Business**

No **Business for Discussion Only**

No **Public Comment**

On motion by J. Schleper, 2nd by S. LeBlanc, the meeting adjourned at 7:__. Motion carried unanimously.

Helen Gubser, Secretary

Anita Driver, Assistant Secretary