

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**December 14, 2020**

The Warren County Public Library District monthly board meeting was held December 14, 2020, in the Main Library Main Library periodical area (spread out for social distancing). In attendance were Trustees Audette, Heerwagen, Henderson, McKenna, Simmons, and Zesbaugh. Director Good and Bookkeeper Buckley were also in attendance.

President Zesbaugh called the board meeting to order at 5:22 p.m. Heerwagen (McKenna) moved to accept the December 14, 2020, board meeting minutes. Ayes—6, Nays—0, Abstention—0. Motion carried. Unrecorded vote.

**FINANCIAL REPORT**

Checking Account Balance 10/31/2020	\$776,773.33
Receipts	\$2,387.28
Disbursements	\$62,245.16
<b>Balance 11/30/2020</b>	<b>\$716,915.45</b>

Working Cash Fund Balance 10/31/2020	\$17,848.04
Receipts	\$11,130.45
Disbursements	\$00.00
<b>Balance 11/30/2020</b>	<b>\$28,978.49</b>

Certificate of Deposits 11/30/2020	\$300,000.00
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Building Account Balance 10/31/2020	\$47,499.04
Receipts	\$3.17
Disbursements	\$13,096.57
<b>Balance 11/30/2020</b>	<b>\$34,405.64</b>

McKenna (Henderson) moved to file for audit the 11/30/2020 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes—6, Nays—0. Motion carried. Recorded vote.

**CORRESPONDENCE**

President Zesbaugh shared a thank-you note from the staff to the Board regarding the vacation days on the Friday and Saturday after Thanksgiving.

**PRESIDENT'S REPORT**

No report.

**REPORTS OF COMMITTEES AND BOARD MEMBERS**

No reports.

**UNFINISHED BUSINESS**

Regarding becoming a fine-free library, the board encouraged Director Good to announce the fine-free program on February 14<sup>th</sup> as a “we love you” benefit for the patrons.

Regarding extending summer hours, the board encouraged Director Good to continue the shortened summer hours until the end of March due to the pandemic.

## **NEW BUSINESS**

The Board discussed the Standards for Illinois Libraries 4.0, Chapters 1-9, and noted the following:

- Core 13: The Board discussed whether we have a disaster planning manual. Director Good noted that we have a portion of the policy manual dedicated to disaster prevention, but we do not have a manual dedicated to a disaster recovery plan.
- Core 20: The Board asked whether our branches are open at least 15 hours each week, and Director Good noted that they are open exactly 15 hours each week.
- Core 23: The Board asked about a comprehensive review of services, collections, and facilities every five years. The Board and Director Good discussed methods of data collection.
- Chapter 3—Personnel, #5: The Board discussed whether the recommendation that salaries be 60% of the operating budget is current practice; Director Good noted that with the forthcoming minimum wage increase, we will likely meet that benchmark.
- Chapter 4—Access, #2: According to the Standards, the library should provide 36 parking spaces, which is impossible with the current physical space. However, the high school parking lot is kitty corner from the library, and it provides ample free parking.
- Chapter 9—Public Service, #14: The library does not currently provide one reference resource for each subject area, but the web provides many valuable sources.

## **DIRECTOR'S REPORT**

**Circulation/Programs/Internet/Door Count Statistics:** Circulation numbers continue to be lower than other years, likely due to the pandemic.

**Vacation hours:** The Board discussed adding a cap for payout for vacation days for employees. Director Good proposed changing the policy manual to state that employees are paid a maximum of 160 hours of unused vacation time upon retirement/resignation instead of possibly paying out up to 300 hours. McKenna (Heerwagen) made a motion to change the policy manual to allow employees to be paid a maximum of 160 hours of unused vacation time upon retirement/resignation. Ayes—6, Nays—0. Motion carried. Unrecorded vote.

**Holiday hours:** The Board discussed closing the library on the Saturday after Christmas and the Saturday after New Year's Day. Heerwagen (McKenna) made a motion to close the library on Saturday, 12/26/20 and Saturday, 1/2/21, while paying the employees who would have worked those days, vacation pay. Ayes—6, Nays—0. Motion carried. Recorded vote.

**Amazon Smile and PayPal donations:** The Board discussed whether to add Amazon Smile and PayPal donation buttons to the Library's website. Amazon would require the library to give them the bank routing number. PayPal will take a portion of the donations. The Board encouraged Director Good to add both buttons to the website.

**In-Service Day:** The library's in-service day typically is held on the Martin Luther King, Jr. holiday, but Director Good has cancelled the in-service day this year due to the pandemic restrictions.

**Upcoming events:** There will be a gnome-making craft event on 12/18 at 6:30 PM; interested individuals need to register for the event and pick up materials; the recording will be posted on Facebook. Online story time occurs on Friday mornings. Take-it/make-it kits are available for both kids and adults.

Motion to adjourn by Heerwagen (McKenna). The meeting was adjourned at 6:25 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary