

WARREN COUNTY PUBLIC LIBRARY DISTRICT
January 11, 2021

The Warren County Public Library District monthly board meeting was held January 11, 2021, in the Main Library Main Library periodical area (spread out for social distancing). In attendance were Trustees Audette, Heerwagen, Henderson, McKenna, Simmons, Sturgeon and Zesbaugh. Director Good and Bookkeeper Buckley were also in attendance.

President Zesbaugh called the board meeting to order at 5:17 p.m. McKenna (Heerwagen) moved to accept the December 14, 2020, board meeting minutes. Trustee Sturgeon noted that the last bullet point in New Business from the December 14, 2020 minutes should indicate Chapter 9, Standard 14, not Chapter 14, Standard 14. The Board voted on the minutes as amended. Ayes–6, Nays–0, Abstention–1. Motion carried. Unrecorded vote.

FINANCIAL REPORT

Checking Account Balance 11/30/2020	\$716,915.45
Receipts	\$2,645.48
Disbursements	\$58,044.52
Balance 12/31/2020	\$661,516.41

Working Cash Fund Balance 11/30/2020	\$28,978.49
Receipts	\$4.92
Disbursements	\$00.00
Balance 12/31/2020	\$28,983.41

Certificate of Deposits 12/31/2020	\$300,000.00
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Building Account Balance 11/30/2020	\$34,405.64
Receipts	\$2.88
Disbursements	\$1,353.94
Balance 12/31/2020	\$33,054.58

Heerwagen (McKenna) moved to file for audit the 12/31/2020 Statement of Tax Fund/Statement of Working Cash Fund/Statement of Certificate of Deposits/Statement of Building Fund. Ayes–7, 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 Saturdays after Christmas & New Year's holidays.

PRESIDENT'S REPORT

President Zesbaugh noted that the Board will need to review the bylaws in an upcoming meeting.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No reports.

UNFINISHED BUSINESS

No unfinished business

NEW BUSINESS

Director Good noted that the Families First Coronavirus Response Act officially expired on December 31, 2020, but the Department of Labor recommends extending it until March 31, 2021, a recommendation that the library will follow. This federal program requires entities to allow employees to stay home from work with pay for up to two weeks to accommodate COVID-related absences (quarantine, childcare, or sickness from COVID). The library will restart the clock on these benefits as of January 1, 2021

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Circulation numbers continue to be lower than other years, likely due to the pandemic. The door count numbers are likely lower partially because all materials are required to be returned in the outside box; many patrons would normally come into the library to return materials during hours of operation.

Discussion of remaining chapters of the Standards for Illinois Libraries 4.0:

- Chapter 2 Last checklist point—Succession plan: The Board and Director Good discussed succession plans if she were unable to perform her job. It is difficult with a small staff to have another employee understand all aspects of Director Good's job. Director Good does maintain an emergency file with passwords.
- Chapter 10 section 6—Programming: The standards note that the library should seek community input regarding programming and the library should provide outreach for groups who cannot visit the library. Director Good noted that the library does seek input regarding desirable times for programs and program topics. The library works with area preschools and elementary schools for programming.
- Chapter 11 section 3—Youth and Young Adult Services Policy: The library has policies that include concerns of youth and young adults, but there is not a stand-alone policy. Director Good will investigate whether one is needed.
- Chapter 13 section 1—Marketing plan: The library's marketing plan is supposed to be reviewed regularly; since ours is embedded in the strategic plan, we do so as part of that review process.
- Appendix G—Sunday hours: The Board discussed whether the library should be open on Sundays; Director Good will consider this option, especially in regard to staffing.

Update on Amazon Smile: Amazon requires that any recipient of Amazon Smile funds be a charitable organization, and so Director Good intended to use the Reading Room Association entity for this purpose. However, since Amazon also requires banking information, and the banking information would be in the name of the Warren County Public Library, not the Reading Room Association, it would be mismatched. Therefore, Director Good will not be moving forward with offering Amazon Smile donations on the website.

Upcoming events: There will be a book discussion on 1/29 in the evening. The book is *Alice Network* by Kate Quinn.

Motion to adjourn by Heerwagen (McKenna). The meeting was adjourned at 6:00 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary