

**WARREN COUNTY PUBLIC LIBRARY DISTRICT**  
**July 13, 2020**

The Warren County Public Library District monthly board meeting was held July 13, 2020, in the Main Library Main Periodical Area (spread out for social distancing). In attendance were Trustees Audette, Heerwagen, Henderson, McKenna, Simmons, Sturgeon, Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance.

President Zesbaugh called the board meeting to order at 5:15 p.m. McKenna (Henderson) moved to accept the June 8, 2020, board meeting minutes. Ayes-7, Nays-0, Abstention-0. Motion carried. Unrecorded vote.

**FINANCIAL REPORT**

Checking Account Balance 5/31/2020	\$492,049.93
Receipts	\$9,528.66
Disbursements	\$81,101.87
<b>Balance 6/30/2020</b>	<b>\$420,476.72</b>

Working Cash Fund Balance 5/31/2020	\$33,091.28
Receipts	\$8.10
Disbursements	\$7,364.42
<b>Balance 6/30//2020</b>	<b>\$25,734.96</b>

Certificate of Deposits 6/30/2020	\$300,000.00
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Building Account Balance 5/31/2020	\$21,752.12
Receipts	\$2.79
Disbursements	\$15,135.14
<b>Balance 6/30/2020</b>	<b>\$6,619.77</b>

The Certificate of Deposit at Midwest Bank matured on 7/10/20, Bookkeeper Loquist has investigated rates at both Midwest Bank and Security Savings for various terms. Heerwagen (Henderson) moved to deposit the funds into a 15-month CD Special at Security Savings for 1.0%. Ayes-7, Nays-0. Motion carried. Recorded vote.

McKenna (Sturgeon) moved to file for audit the 6/30/2020 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 circulated a card from the staff thanking the board for voting to increase their salaries at the last board meeting.

**PRESIDENT'S REPORT**

As of July 13, 2020, in Warren County there are 152 confirmed cases of COVID-19, with 114 individuals who have recovered, and no deaths.

Trustee Sturgeon left the meeting at 5:45 p.m.

## **REPORTS OF COMMITTEES AND BOARD MEMBERS**

Discussion of the Tentative 2020-2021 Budget, including the possible purchase of laptops (perhaps Chromebooks) to supplement the current public computers and to provide flexibility for social distancing. Simmons (McKenna) moved to approve the Tentative 2020-2021 Budget. Ayes-7, Nays-0. Motion Carried. Recorded vote.

The Branch Annual Report was a handout for the Board to review.

## **UNFINISHED BUSINESS**

- Trustee Sturgeon has audited the 2019-2020 secretary's minutes with Trustee McKenna to audit the minutes this week.

## **NEW BUSINESS**

- Trustee Simmons shared with the board and Director Good that Professor Vanessa Campagna from Monmouth College will be directing the community-college theatre production *The Beauty and the Beast* in April, and she would like to have some of the actors do a story time in costume at the library. Simmons provided Director Good with Campagna's contact information so that she can follow up with her directly.

## **DIRECTOR'S REPORT**

**Circulation/Programs/Internet/Door Count Statistics:** Director Good reported that Illinois State Library has provided guidance regarding how to gather attendance statistics from the online story times through Facebook. Previously, Good had been counting all views, but the Illinois State Library suggested only counting views that were over one minute. Due to this discrepancy, the statistics will be lower for attendance starting with the month of June. She cannot go back to earlier story times to seek the adjusted statistics because the library has removed the recordings to comply with copyright guidelines.

**Summer Reading Program:** The program is entirely online, with no events and online record-keeping for participants. Online story-times will continue. Participation in the Summer Reading Program is dependent upon all users having an email address, which is an impediment for some users. In the future, Good will make an effort to have a low-tech alternative.

**Tuck Pointing:** Repairs to the brick wall on the north side of the building (in the alley) need to be completed. Gerard Tuck Pointing provided an estimate of \$7,150. Henderson (McKenna) made a motion to accept Gerard Tuck Pointing's proposal to fix the north wall for \$7,150. Ayes—6, Nays, 0. Motion Carried. Recorded vote.

**Logo Project:** The library has been seeking a new logo, and the estimate from professional designers was outside of the budget. Professor Stephanie Baugh at Monmouth College teaches a Logo and Design class, and one of her students, Mamie Ambrosch, designed a logo for Warren County Public Library District. The staff and the board have adopted the logo as the new one for the library.

**No upcoming events, but online events scheduled.**

Motion to adjourn by Heerwagen (McKenna). The meeting was adjourned at 6:16 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary