

WARREN COUNTY PUBLIC LIBRARY DISTRICT
March 9, 2020

The Warren County Public Library District monthly board meeting was held March 9, 2020, in the Main Library Board Room. In attendance were Trustees Audette, Heerwagen, Henderson, Simmons, Sturgeon, Zesbaugh. Director Good and Bookkeeper Loquist were also in attendance. Absent was Trustee McKenna.

President Zesbaugh called the board meeting to order at 5:15 p.m. Sturgeon (Audette) moved to accept the February 10, 2020 board meeting minutes. Ayes—3, Nays—0, Abstention—2. Motion carried. Unrecorded vote.

The Oath of Office was administered to new trustee Sarah Henderson. Trustee Henderson has received the New Trustee Orientation information.

FINANCIAL REPORT

Checking Account Balance 1/31/2020	\$650,796.48
Receipts	\$1,680.21
Disbursements	\$44,378.66
Balance 2/29/2020	\$608,098.03

Working Cash Fund Balance 1/31/2020	\$30,010.39
Receipts	\$1,265.89
Disbursements	\$0.00
Balance 2/29/2020	\$31,276.28

Certificate of Deposits 2/29/2020	\$300,000.00
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Building Account Balance 1/31/2020	\$30,286.75
Receipts	\$3.47
Disbursements	\$2,631.53
Balance 2/29/2019	\$27,658.69

Simmons (Heerwagen) moved to file for audit the 2/29/2020 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

No correspondence.

PRESIDENT'S REPORT

President Zesbaugh reminded the board that next month's meeting will be at the Roseville Branch Library. President Zesbaugh distributed a list of the board's contact information to update for Bookkeeper Loquist.

REPORTS OF COMMITTEES AND BOARD MEMBERS

No reports.

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

The board reviewed several library policies in light of the current COVID-19 outbreak.

- Full-time library staff get paid sick leave, but part-time staff do not. The board encouraged Director Good to be creative with tasks that might be completed at home by part-time employees in the event that there is a mandated quarantine, in which case part-time workers would not be paid if they did not have work.
- Staff wipe all computer keyboards and mice at the end of each day, and the library provides cleaning wipes for patrons to do so themselves before or after they use computers.
- Staff are cross trained so that employees can complete each other's responsibilities in the event that some employees need to be absent.
- The library's Facebook account and the library's website can be updated from home, and multiple people have admin privileges.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: The library had strong attendance at programs.

Social media policy: Director Good reviewed several libraries' social media policies, and then composed a draft for the Warren County Public Library. The board is reviewing it and will provide feedback at the next meeting.

New website: As part of the website redesign process, the staff noted that the library's logo seems dated. Director Good received an estimate from Nick Carlson to create a new one; she will also seek an estimate from Nancy Loch. The board approves the payment of up to \$300 for the design of a new logo.

Continuing education:

- RSA Day is happening on March 19 at the Washington Library District; this continuing education event is important for library staff to collaborate with staff from other libraries that use the same system.
- Reaching Forward South is happening on March 20 in Champaign. This event is focused on readers' advisory and the census.

Upcoming events:

- Stoneware Museum presentation with Carol Parrish on March 12 at 4:00
- Kids program featuring Frozen 2 with snacks, craft, and a movie on March 21 at 9:00
- Friends of the Library used book sale will happen on Saturday, March 28 from 8:00-2:00

Motion to adjourn by Sturgeon (Simmons). The meeting was adjourned at 6:10 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary