

WARREN COUNTY PUBLIC LIBRARY DISTRICT
October 12, 2020

The Warren County Public Library District monthly board meeting was held October 12, 2020, in the Main Library periodical area (spread out for social distancing). In attendance were Trustees Zesbaugh, Audette, Heerwagen, Henderson, McKenna, Simmons, Sturgeon. Director Good, retiring Bookkeeper Loquist, and incoming Bookkeeper Buckley were also in attendance.

President Zesbaugh called the board meeting to order at 5:15 p.m. The board expressed appreciation to Bookkeeper Loquist on her retirement and welcomed incoming bookkeeper Sarah Buckley. Henderson (McKenna) moved to accept the August 10, 2020, board meeting minutes. Ayes–6, Nays–0, Abstention–1. Motion carried. Unrecorded vote.

FINANCIAL REPORT

Checking Account Balance 8/31/2020	\$313,387.08
Receipts	\$1,039.30
Disbursements	\$51,736.75
Balance 9/30/2020	\$262,689.63

Working Cash Fund Balance 8/31/2020	\$17,695.47
Receipts	\$149.54
Disbursements	\$00.00
Balance 9/30//2020	\$17,845.01

Certificate of Deposits 9/30/2020	\$300,000.00
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Building Account Balance 8/31/2020	\$12,799.57
Receipts	\$1.09
Disbursements	\$8,580.11
Balance 9/30/2020	\$4,220.55

Heerwagen (McKenna) moved to file for audit the 9/30/2020 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

No correspondence

PRESIDENT'S REPORT

Warren County is now at the warning level for COVID-19; we will cease reporting numbers of cases each month, but instead we will report information about COVID-19 if it is particularly relevant to the functioning of the library.

REPORTS OF COMMITTEES AND BOARD MEMBERS

McKenna (Heerwagen) moved to approve the adoption of the Annual Tax Levy Ordinance #6 – 20-21 Ayes–7, Nays–0. Motion carried. Recorded vote.

Henderson (Sturgeon) moved to approve designating Sarah Buckley as the Authorized Agent to IMRF. Ayes–7, Nays–0. Motion carried. Recorded vote.

UNFINISHED BUSINESS

Heerwagen (Audette) moved to approve the new social media policy. Ayes—7, Nays—0. Motion carried. Recorded vote.

The Board discussed the fine-free proposal using data provided by Director Good. Currently 43 libraries in the state of Illinois are fine free, and the numbers are growing. The Board decided to table the decision about a no fines policy until the December meeting.

Due to staff shortages connected to staff members needing to quarantine, extending hours to winter hours would be difficult at this time. The Board agreed to keep the summer hours through the month of December.

NEW BUSINESS

Director Good introduced Sarah Buckley, who was hired as the bookkeeper to replace Gail Loquist as she moves into retirement. Sarah began on 10/2/20 at the pay rate of \$14.00/hour.

Heerwagen (Henderson) moved to grant Sarah Buckley with Bank Authorization. This provides Sarah the ability to acquire information from the bank about the library's accounts. Ayes—7, Nays—0. Motion carried. Recorded vote.

DIRECTOR'S REPORT

Circulation/Programs/Internet/Door Count Statistics: Circulation numbers continue to be lower than other years, likely due to the pandemic. The library is doing passive programming and virtual programs, such as a pumpkin decorating contest and a costume contest, both online.

Director Good will investigate the possibility of having some of the book discussion events for adults occurring in the evening to accommodate patrons who work during the day.

Motion to adjourn by Sturgeon (Henderson). The meeting was adjourned at 6:04 p.m.

—Michelle Holschuh Simmons, Warren County Public Library Board Secretary