

Tri-Township Public Library  
Board of Trustees Meeting  
Regular Meeting  
May 5, 2020

The meeting was called to order by Treasurer Scheller at 7:02 p.m.

Roll Call: Erschen, Juehne, Lindsay and Scheller      Absent: Elson, Espindola and Ashcraft  
Present from the public were David Cassens, Director and Fred Keck, lawyer for the Tri-Township Public Library.

Additions to the Agenda: Budget Committee added to New Business.

Espindola entered at 7:04 p.m.

Approval of Minutes: Minutes for the Closed Session Dec. 3, 2019, Regular Meeting Jan. 7, 2020, Regular Meeting Feb. 4, 2020 and Regular Meeting March 3, 2020 were tabled. A motion to approve the minutes as presented for the Regular Meeting April 7, 2020 was made by Juehne and seconded by Lindsay.

Ayes: Erschen, Espindola, Juehne, Lindsay and Scheller      Absent: Elson and Ashcraft

A motion to approve the minutes as presented for the Special Meeting April 28, 2020 made by Espindola and seconded by Juehne.

Ayes: Erschen, Espindola, Juehne, Lindsay and Scheller      Absent: Elson and Ashcraft

Treasurer's Report: Scheller reported that the library is solvent and doing well. The Tax Computation Report was sent to the state as required.

Director's Report: The library is doing as well as can be expected at this time. The staff has adjusted to the situation and is reporting to the library with staggered shifts to comply with the social distancing requirements. Staff continues to print face shields for local medical staff. BJC is the next hospital to receive the shields. Staff continues to respond to emails, phone calls, emptying book drop box, etc. Staff will be completing the Sexual Harassment Training as required by law. The Emergency Closure Policy has been added to the Policy Manual. The libraries online resources are experiencing a high volume of users.

Communication: Copies of the Busey Bank account quarterly statement is available for board members in their mailboxes.

Old Business: The 25 Year Celebration Committee has postponed all activities and will reevaluate rescheduling after the Stay At Home order has been lifted and the library reopens. The Volunteer Banquet has been tabled and will be considered for rescheduling when the library reopens.

New Business: Reimbursement of Monies Ordinance 20/21-15 – Keck reviewed and approves of the language and suggests we move forward with the approval. That way everything will be in place in case the tax dollars are delayed 3-6 months. The working cash fund should cover foreseen expenses for about three months. The current regulation limits the amount allowed in that fund to no more than .2% of when

it was established. This means the funds available will not be enough to cover expenses. Keck will research ways to amend that regulation but doesn't foresee a problem with that process.

Ashcraft entered at 7:17 p.m.

Elson entered at 7:20 p.m.

Motion made by Lindsay to approve Ordinance # 20/21-15 an ordinance for Appropriation Reimbursement of Monies as presented. Seconded by Juehne.

Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft.

Reopening Plan – Keck provided the latest information regarding the Stay at Home order to Director. We are currently in Phase 2 which indicates the flattening of the curve of new Covid-19 cases. There is no sign as to when the social restrictions will be relaxed or removed. Therefore, there is no way to determine when the library will reopen and resume normal business. Keck will continue to provide the latest relevant information to Director. Director discussed reopening with the staff in general terms and is considering curbside service, moving onsite programming to Zoom as applicable, and reduced hours of operation (11-7 or 12-8). Conversation will continue as more information is presented.

Closing Library Early Sat., Oct. 10, 2020 – Children's Librarian is getting married on this day and the staff is invited. Director requested a shortened workday to allow attendance. Typical business hours are 9 a.m. - 4 p.m. and proposed a closing time of 1 p.m. Motion made by Ashcraft to approve the shortened hours for that Saturday and was seconded by Lindsay.

Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft.

Hoopla Pool Investment – The library is experiencing a heightened use of the Hoopla resource and need to replenish the account. Elson made a motion to transfer \$10,000 to the Hoopla account and Espindola seconded.

Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft.

Cloud Library Renewal – The annual subscription of this resource is coming up for renewal. Ashcraft made a motion to approve payment of the invoice for \$850 annual subscription and seconded by Erschen.

Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft.

Gale Courses Renewal – The annual subscription for this resource is due for renewal. This online database provides academic courses and produces a certificate recognized by some community colleges. A motion was made by Elson to approve the annual subscription fee of \$4,051,28 and seconded by Erschen.

Ayes: Elson, Erschen, Espindola, Juehne, Lindsay, Scheller and Ashcraft.

Budget Committee – The committee consists of the Director Cassens, Joel Pikora, Scheller and Elson. They will present a budget for approval by the June 2020 Board meeting.

Announcements: David has been accepted in the Covenant Theological Seminary to pursue becoming a pastor. Ashcraft recently held his six-week-old great grandbaby.

Meeting adjourned at 7:56 p.m.