

Tri-Township Public Library
Board of Trustees Meeting
Regular Meeting
June 2, 2020

The meeting was called to order by President Ashcraft at 7:01 p.m.

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

Scheller entered at 7:03 p.m.

Adjustment to the Agenda: Update bullet point 5 under Approval of Minutes to read Regular Meeting May 5, 2020.

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 May 5, 2020 was made by Scheller and seconded by Lindsay.

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

Treasurer's Report: Scheller reported that the library is solvent and doing well.

Director's Report: Staff printed face shields for three local hospitals. A total of 34 shields were delivered. Staff continues to make these and provide for community organizations and staff.

The Summer Reading Program has 453 patrons signed up. This program has the biggest draw. Kickoff was May 31 and patrons came by the library for curbside pickup of supplies. The Bean Stalk online program supports the reading program by logging the reading times of the participants.

Current programming is being held online via Zoom. Some programming translates to this format better than others and participation varies.

The library is planning on opening Monday, June 8 with modified hours and curbside service. Monday through Thursday noon – 8 p.m., Friday Noon – 5 p.m. and Saturday noon – 4 p.m. Patrons will be limited to 25 persons, wearing a facial covering and practicing social distancing. No one under the age of 10 will be allowed entry without an adult accompanying them. If all goes well and there isn't a surge in COVID 19 cases in the area forcing a second wave of tightened restrictions, the library reopening plans is as follows. During the last week of June and the month of July, on site programming will resume with one staff member and five patrons. The June 10th book sale will be limited to homeschoolers and teachers with sales occurring by appointment. Negotiating with the AARP volunteer tax preparers with the hopes of having them available by appointment by the end of June. Inter-library loan services will be reinstated the second week of July.

Library statistics were reviewed. Some programming, including book club, was held via Zoom with varied success. All numbers look good considering the circumstances.

Maintenance: The elevator passed inspection. The certification is posted.

Old Business: The 25 Year Celebration Committee switched the patron giveaway from pens to hand sanitizer. The Volunteer Banquet has been tabled. Discussion held around rescheduling in early autumn and having smaller events for each volunteer segment. No decision is made at this time.

New Business: Attorney invoice from Weilmuenster, Keck and Brown for services rendered in the amount of \$838.95. Motion to pay the invoice as presented was made by Scheller and seconded by Espindola.

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

Jim Lyon Insurance Invoice for the treasurer surety bond in the amount of \$635. Motion to pay the invoice as presented was made by Scheller and seconded by Lindsay.

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

The Non-Resident Fee allows patrons outside of our tax district to use our library services. The annual fee is \$101 down from \$109 a year ago. Motion to accept and enact the lower rate was made by Scheller and seconded by Espindola.

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

A two members are needed to volunteer for the Board Meeting Minutes Audit. Any board member is eligible except for the secretary. During this audit, the minutes will be reviewed for accuracy and content. Closed meeting minutes may also be released as a result of the audit. Board members will contact the library director if they are interested in participating.

The 3D Printing Policy was presented to the board. The policy sets the price, procedure, guidelines for allowable printed items, and responsibilities of patron and staff. A motion was made by Espindola to accept the policy as presented and was seconded by Scheller.

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

Budget: The Budget Committee present the budget to the board for consideration. Scheller and the director pointed out some adjustments made from previous budgets and discussed possible expenses that are in line with the strategic plan. A public hearing will be held before the July board meeting. The board will also vote to accept the budget at that meeting.

OCLC Agreement renewal allows us to search for library materials outside of the IHLS system. There has been an increase the library's online resources during the stay-at-home order. This resource is helpful to students at all levels as well as those interested in genealogy. The fee has increased \$100 from last year. Motion to pay the invoice as presented was made by Scheller and seconded by Espindola.

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

Announcements: Ashcraft's three-month-old great granddaughter and three-week-old grandson are doing well. Scheller's son received his diploma in the mail.

Meeting adjourned at 7:51 p.m.