

**NIPPERSINK PUBLIC LIBRARY DISTRICT
BOARD OF LIBRARY TRUSTEES
REGULAR BOARD MEETING
July 14, 2020**

CALL TO ORDER

The Regular Meeting of the Board of Library Trustees of the Nippersink Public Library District at the Nippersink Library, 5418 Hill Road, Richmond, Illinois, was called to order at 7:00 P.M. by President Sandra Peterson.

PRESENT

Trustees Adrienne Adams, Brett Bieder, Robert Johnston, Michelle Jordan, Drew Knobloch, Sandra Peterson, Sue Rekenhaller and Library Director Cynthia Cole were present.

RECOGNITION OF SECRETARY

Trustee Rekenhaller was recognized as Secretary. Director Cole volunteered to act as Recorder.

RECOGNITION OF MEMBERS OF THE AUDIENCE - None

ADDITIONS – None

MINUTES

A. Approve June 16, 2020 Regular Meeting Minutes

MOTION was made by Trustee Rekenhaller, seconded by Trustee Bieder, to approve the June 16, 2020 Regular Meeting Minutes.

Voice Vote: All in Favor

MOTION CARRIED

CORRESPONDENCE AND ANNOUNCEMENTS

A. None

TREASURER'S REPORT

A. Approve Warrant # 1

Warrant #1 in the amount of \$16,052.40 was reviewed for payment.

MOTION was made by Trustee Knobloch, seconded by Trustee Adams, to approve Warrant #1.

Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenhaller

Nays: None

MOTION CARRIED.

B. REVIEW MONTHLY BUDGET REPORT

Director Cole advised that we ended FY20 approximately \$18,000 under budget. The auditors will make adjustments when they do the audit later this fall, so that number may change somewhat, but usually not too much.

LIBRARY DIRECTOR'S REPORT

Director Cole advised that Curbside Pickup Service is going well and most patrons have been extremely happy to be able to get library materials again. RAILS resumed delivery services on June 29 so we can now request materials from other libraries and visa-versa.

COMMITTEE REPORTS

A. None

NEW BUSINESS

A. Approve Ordinance 2020-7-1 Building and Maintenance Levy

This ordinance represents an additional tax levy of .02% for building and maintenance purposes. The ordinance must be published in the newspaper and is subject to a backdoor referendum. Assuming no petition is forthcoming, this levy will be added to the general levy in November.

MOTION was made by Trustee Adams, seconded by Trustee Johnston, to approve Ordinance 2020-7-1 Building and Maintenance Levy.

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenthaler
Nays: None**

MOTION CARRIED.

B. Review Closed Session Minutes

The biannual Review of the Closed Session Minutes was completed and it was noted that there were no closed session meetings since the last review.

MOTION was made by Trustee Johnston, seconded by Knobloch, to keep the Closed Session Minutes closed.

Voice Vote: All in Favor

MOTION CARRIED

C. Approve Purchase of New Book Drop

Director Cole advised that our current book drop was purchased in 2005 and is beginning to rust pretty badly. A new book drop of similar construction would cost \$6,791.22 including shipping. The new book drop would also have separate slots for books and media so DVDs won't get damaged when books fall on them. Director Cole also advised that it would be reasonable to expect a 15-year life span with the new book drop.

MOTION was made by Trustee Adams, seconded by Trustee Knobloch, to approve the purchase of a new book drop for \$6,791.22.

**Roll Call Vote: Ayes: Adams, Bieder, Johnston, Jordan, Knobloch, Peterson, Rekenthaler
Nays: None**

MOTION CARRIED

D. Approve Temporary Policy Requiring Face Coverings & Social Distancing in the Library

Director Cole advised that if we do plan to open the building to the public that we should pass a temporary policy requiring face coverings and social distancing. It adds an extra layer of enforcement if staff can say it's a board-approved policy in addition to a state health mandate. The policy would be temporary and would automatically be rescinded when Illinois enters Phase 5 of Restore Illinois. Discussion concerned wording of the policy and it was agreed the term

“that meets state guidelines” should be added in describing the types of face coverings that are acceptable.

MOTION was made by Trustee Jordan, seconded by Trustee Adams, to approve the Temporary Policy Requiring Face Masks and Social Distancing.

Voice Vote: All in Favor

MOTION CARRIED

E. Designate Trustees to Conduct FY20 Secretary’s Audit

Director Cole advised that we need two trustees to conduct the Secretary’s Audit as part of the Illinois Public Library Annual Report (IPLAR) which must be submitted to the State Library by September 1. Trustees Jordan and Knobloch volunteered to complete the audit and will contact Director Cole to set up a convenient time.

UNFINISHED BUSINESS -

A. Review Library Phased Reopening Plan

President Peterson advised that she and Director Cole have had numerous discussions on the feasibility and operational issues involved with opening the building to the public. To summarize, it would be extremely difficult for us to manage the cleaning protocols that are required under the current guidelines. We are also concerned that, given our small staff, if an employee were to be exposed or test positive, we could lose half or more of our staff and be unable to provide any level of service. Based on the foregoing, and other safety concerns, President Peterson recommended that the library stay closed to patrons and we continue to offer curbside service with a goal of expanding curbside hours, if possible.

President Peterson also shared an e-mail from a patron who expressed their dissatisfaction that the library wasn’t opening to the public as some other libraries had already done so. We responded to the patron that we are evaluating operational issues on an ongoing basis with the health and safety of the community and the staff foremost in that process. Director Cole also advised that there are a number of libraries that are still closed or have decided to remain closed indefinitely, and others that are offering very limited hours and services.

Consensus was reached that with health and safety concerns being our first priority, the library building will remain closed and we will continue to provide curbside services, with the hope that this service can be maintained if the state moves back to a previous phase. We will also continue to expand our digital services. The library’s operational plan will be reviewed on a monthly basis as we continue to operate under the health and safety guidelines that are in place during the current public health crisis.

AUDIENCE COMMENTS – None

ADJOURN

There being no further business, President Peterson declared the meeting adjourned at 7:58 P.M.

Respectfully submitted by Cynthia Cole,

Theresa Sue Rekenhaller, Secretary