

Louis Latzer Memorial Public Library Board of Trustees

The meeting of the Louis Latzer Memorial Public Library Board of Trustees was called to order by Sharon Rinderer on Tuesday, June 16, 2020 at 5:00 p.m.

Roll call showed the following members participated by phone conference:

Sharon Rinderer

Nancy Genteman

Marshall Rinderer

Joshua Short

Bill Wagner

Angela Kim, Library Director

Absent member(s): Arnold Bodinet, LeeAnn Landmann, Justin McLaughlin, Joyce Zerban, Louis Latzer, and William Piper.

No public forum present.

The minutes of the May 19, 2020 meeting were reviewed. Motion by Marshall Rinderer, seconded by Joshua Short to approve the minutes. All members present voted yes on roll call. Motion carried.

April and May Treasurer's report was presented. Bill Wagner is to check on the CD's at First Mid Bank.

Sharon Rinderer and Nancy Genteman signed the paperwork at Scott Credit Union in June. Two CD's at Scott were cashed. There is another one due in August.

Angela transferred \$10,000 into the working fund.

Joshua Short made a motion to accept the treasurer's report for April and May and Bill Wagner seconded it.

Bills for May were presented for payment. The endowment account is running low so bills are being cycled through the tax account. Motion by Joshua Short, seconded by Nancy Genteman, to pay all bills presented for payment. All members presented voted yes on roll call. Motion carried.

Director, Angela Kim, gave the Librarian's Report:

- Live and Learn Construction Grant – the library was awarded a \$50,000 matching grant. There were six accessibility grants available, 34 grant applications were submitted with a two million dollar budget.

The library's grant received the second highest score behind Arlington Heights Public Library. This is quite an accomplishment as Arlington Heights is a much larger community. The grant submitted received positive comments except for one that said we should not have added the HVAC, but Jesse White, the Secretary of State, thought it was a reasonable request. Angela is looking into the possibility of the city funding \$25,000 and possibly the Optimist and Rotary Clubs contributing \$5,000. The HVAC alone will cost \$30,000.

- Per Capita Grant - the library was awarded \$12,375 for this grant. The monies will go for cabinets in the Circulation Desk area and technology.

- COVID 19 – So far the opening of the library has gone well. Books that are returned by patrons are set on a shelf for a three-day quarantine period. The system library picked up the book tubs to return the books to their respective libraries.

- Sump Pump – the sump pump backed up into the middle staircase. Angela went to the city regarding the idea of running it to the front corner of the building to the storm sewer.

- Website – the new website is up and running and is very user-friendly compared to the previous one.

- Mural – Angela's daughter, Heather Kim, painted a very nice mural near the back stairs.

- Summer Reading – the summer reading program has 138 participants, which is very good considering there are no live programs. Donna Plocher has set up Pop Up Reading for participants to view and enjoy. There are also books out for the Lunch Bunch. The library is planning on prizes for participants, but there will be no performers this summer.

No Book Committee Report

Old Business:

- Gazebo – tabled

- COVID 19 – discussed in librarian's report

New Business:

- Live & Learn Construction Grant – the plan is to paint the library and possibly paint some of the bookcases. The rear entrance will be also be touched up, flooring and treads changed and possibly change the railing. The railing is the expensive part because the codes have changed. Angela suggested the idea of different railing such as wrought iron or copper. The flooring will also be changed as will the HVAC units and the smoke detectors.

Angela plans to get bids on all aspects of the construction and will have the city help with the bids. The bids also include five HVAC units versus three units. This will be an extra \$25,000-\$50,000 if all five units are included. There is money in the special funds account-\$48,000. There is a possibility of getting a short-term loan to cover the work, plus some of the accounts have extra money that might be able to be used.

There is a possibility of a special meeting in July to approve the bids, which would be the third Tuesday of the month.

- Virtual Meeting Policy – Angela used the system library's guidelines, but feels we need to adopt ones specifically for our library. A motion was made by Joshua Short, seconded by Marshall Rinderer to adopt the virtual meeting policies for the library.

Other Business:

- Board Meeting contact information – board members to submit information for website.

- Sharon Rinderer sent a letter to Arnold Bodinet regarding whether he wanted to remain on the board. Mr. Bodinet's response was to his wanting to take a leave of absence from the board for a year or accept his resignation. After discussion, it was decided to accept his resignation. Sharon Rinderer will reply to his letter with a resignation acceptance. Because of his resignation, the board will need a new member. Angela will take care of it by posting the information on the library door and have the city put the vacancy information in the newspaper.

- Board Member Appointments – Nancy Genteman, Marshall Rinderer, and Joshua Short all agreed to serve another term.

At the August meeting, if needed, there will be the election of new board officers.

- Marshall Rinderer suggested to members when emailing, that they should be careful when replying to "reply all." It is considered a FOIA violation.

Motion by Joshua Short, seconded by Bill Wagner to adjourn the meeting at 5:50 p.m. All members present voted yes. Motion carried.

The next regular meeting will be held August 18, 2020 at 5:00 p.m.

Respectfully submitted,

Nancy Genteman

Acting Secretary