

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, November 17, 2020, at 5:00 p.m.

Roll Call showed the following members participated were present:

Nancy Genteman

LeeAnn Landmann

Justin McLaughlin

Marshall Rinderer

Sharon Rinderer

Bill Wagner

Angela Kim; Library Director

Absent member(s): Joshua Short, Joyce Zerban, Louis Latzer, William Piper

The minutes of October 20, 2020 were reviewed. Nancy Genteman moved and Bill Wagner seconded the motion to approve the minutes. All voted yes. Motion carried.

The balances were reviewed on the cash flow summary sheets for October. Tax revenue continues to come into the library. Bill Wagner moved and Marshall Rinderer seconded the motion to accept the Treasurer's report. All voted yes. Motion carried.

Bills for October were presented for payment. Marshall Rinderer moved and Nancy Genteman seconded the motion to pay all bills presented for payment. All voted yes on roll call. Motion carried.

Director Angela Kim gave the Librarian's Report

- Live & Learn Construction Grant: We are waiting for the flooring product to come in. Meanwhile, half of the payment needed to be put down and the check has been written.
- Holiday Dinner: Mailings will be sent out soon to the holiday dinner list. The library is offering to put commemorative plaques in one book for every \$25 donated.
- Covid 19: The staff is doing a lot of extra disinfecting to try to keep everyone safe from exposure. But as numbers continue to rise in our area, the library must be prepared to go to curbside pickup.
- Donations: The library has received a donation from the Optimist for \$1,500. Two checks have been received from the Rotary Club. One check for \$1,000 will go toward the upcoming construction project. The other check for \$1,500 was for a literacy grant.
- Story Walks: The story walks have been a success for the Children's library. The next one will be a holiday story. A page for the book will be placed in the windows of our downtown businesses. The holiday story is sponsored by the Illinois Federation of Business Women - Highland.
- Veteran's Packages: Angela will once again be heading up the holiday packages that are sent to our local veterans. Donations can be brought to the library for the project. She will need 20-25 of each item to be included in the packages.

- Tort Life Safety Request: For the next budget year, Angela has requested \$35,000 for the City of Highland for Tort Life Safety. The planned use of these funds will allow us to complete the match to the Live & Learn Construction grant.

The funds will be used as follows:

Director of Library 10% of salary: \$7,000

Custodian/ maintenance 35% fo salary: \$5,000

Installation of a hard-wired smoke/fire detection system throughout the entire building: \$20,000

Rear entrance stairs replacement of lighting & interior doors: \$3,000

Old Business:

- Live & Learn Construction Grant: Angela has asked that they lay the new flooring in the YA room and the former board room first.
- Covid-19: Libraries are considered cultural institutions and may be forced to close along with museums, per the Governor.

New Business

- Christmas Bonuses: Bill Wagner motioned and Justin McLaughlin seconded the motion to approve the Christmas bonus list as presented. All voted yes on roll call. Motion carried.
- Tort Life Safely Request: Discussed earlier during Librarian's report.
- Board Member Resignation: Due to health issues, Lee Ann Landmann will step down from the library board, effective immediately.

Other Business

A motion to adjourn was made by Marshall Rinderer and Nancy Genteman seconded the motion. All voted yes. Motion carried.

The next meeting will be held January 19, 2020, at 5:00 pm.

Respectfully Submitted,

LeeAnn Landmann, Secretary