

1. Call to Order: Marigrace called the meeting to order at 6:01 pm.
2. Roll Call:
Present: Marigrace Alonso, Crystal McCaw, Deb Berglund, Alex Turkmani, Joyce Sensabaugh, Meaghan Terry, Beth Tepen
Absent: Ivy Pittman-Outen Vikki Wright
Staff: Amy Fry-Gordon
3. Public Comment: NONE

4. Consent Agenda

- a. A motion was made to approve the Consent Agenda as presented.

Motion: Beth Tepen Second: Meaghan Terry

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw –Yes
Deb Berglund – Yes
Ivy Pittman-Outen – Absent
Joyce Sensabaugh – Yes
Beth Tepen – Yes

Meaghan Terry –Yes
Alex Turkmani –Yes
Vikki Wright –Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the *Consent Agenda* is adopted.

5. Director’s Monthly Report:

- a. May 2021 Circulation Statistics – E-material checkouts are nearly identical as May 2020 (from 474 to 475). The number of website visitors was up by 17.2% from May 2020 (2299 to 2695).
- b. May 2021 Programming Statistics. – In May 2020, the State Library allowed us to count ALL views for active stats (2026) However, they have since changed the requirement to views that last more than 1 minute (187).
- c. Summer reading 2021 Update – The Kickoff event was successful – with 40 children in attendance. So far, 229 patrons have signed up. The program runs through July 31st.
- d. Assistant Director – Susan Seville resigned as Assistant Director. Rachel Carter has been promoted to fill the position.
- e. Adult Programmer – Due to Rachel’s promotion, the Adult Programmer position now needs filled. Amy is in the process of trying to hire someone to fill the role.
- f. Building Maintenance/Projects
 - Parking Lot – Amy reached out to Jeff again last week. She has yet to here back.
 - Electronic Signs – Amy has had to order two wireless routers to fix the electronic signs. River City Sign will install once they arrive.
 - Windows – Amy presented the board with several options for Window replacement. Amy suggested the board go with large (tempered) picture windows, instead of the current style (double casement). Picture window quotes were about half the cost of the double casement windows. The board has decided to utilize QCR as the vendor. Funding will come from Capital Development.
 - Gutters – Amy reached out to 6 gutter companies – only two showed up to do quates. Only one ever submitted a quote to Amy (\$650-900). The board agreed to allow Amy to use funds from Capitol Development to have the Gutters repaired.

- Shade Sail/Awning – Sears Awning did a site visit and will be submitting a quote to Amy next week. They said an awning would not work over the area – and that a pole would need to be dug for a shade sail. Amy will update the board next month.
 - Ventilation – The owner of the library's current heating and air conditioning company, Chris Bornhoeft, examined the library's ventilation system. He said that he has no concerns and concluded that the air flow is blowing as intended. The only improvement he could offer would be the installation of i-wave air purifiers on each HVAC unit. However, in his opinion, this is not necessary – especially since the library have a portable ionized air purifier.
- g. COVID-19 Restrictions (Update) – The library's COVID ReOpening Plan was discussed. Amy would like to remain under current restrictions until July 1st. At that time, she would like to return to full library hours (Mon-Thurs 9am-8pm, Fri & Sat 9am-5pm) and make the following changes:
- Capacity – Return to 100% capacity.
 - Furniture – Return furniture for patron use
 - Masks – remove mask restrictions, EXCEPT for teen and children's events.
 - Quarantine – Stop quarantining items
 - Programming – Limited Adult and teen events will be able to be held in-person again. However, until younger children can be vaccinated, there will not be any children's events held inside the library building.
 - Electronic Meetings – Beginning in July, Illinois will be changing the rules for electronic meeting attendance. Any trustees who attend virtually will NOT count towards the meeting quorum and will not be able to vote. Starting in July, board meetings will be held in the library again – with electronic attendance offered to those who are still uncomfortable attending.
6. Friends of the Library/Royal Neighbors Update – Amy included the minutes from the May. The Royal Neighbors sponsored 10 library events – totally \$710.00.
7. UNFINISHED BUSINESS:
- a. OMA Requirements – Amy reached out to the Attorney General's office by phone in May and found out that their site had been compromised as was their email. They are working to correct this and will not penalize any trustees that do not complete the training within the 90 period.
 - b. Facilities Maintenance Lists (with Maintenance Checklists) – Amy was supposed to complete this with the help of Susan. This will need to be tabled until Rachel has been fully trained in her new position.
 - c. Building Maintenance/Repair Checklist - Amy was supposed to complete this with the help of Susan. This will need to be tabled until Rachel has been fully trained in her new position.
 - d. Capital Asset Plan - Amy was supposed to complete this with the help of Susan. This will need to be tabled until Rachel has been fully trained in her new position.
 - e. NARCAN kit/Automated External Defibrillator (AED) – Amy was unable to get this completed prior to tonight's meeting. She will bring it back to the board next month.
 - f. 2022 Per Capita grant Requirements - The State Library has not posted the Per Capita Grant Requirements yet. Amy believes they will be like last year (review of all checklists in Serving the Public 4.0). Amy will update us on this at the July meeting.
8. NEW BUSINESS:
- a. Serving the Public 4.0 (Chapter 7: Collection Management) - Chapter 7 covers collection management. The library meets all standards and complies with all items on the checklist.
 - b. IPLAR Status – Amy is working on the IPLAR and will have it submitted prior to the July 31st deadline.

- c. Board Email Address for website – The library board is required to have an email that patrons may reach them at. The email address would need to be monitored by board members, not library staff.
- d. Collection Acquisition and Development Policy – Amy presented the policy without any changes. A motion was made to approve the Collection Acquisition and Development Policy as presented.

Motion: Beth Tepen Second: Meaghan Terry

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw –Yes
Deb Berglund – Yes
Ivy Pittman-Outen – Absent
Joyce Sensabaugh – Yes
Beth Tepen – Yes

Meaghan Terry – Yes
Alex Turkmani –Yes
Vikki Wright – Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the ***Collection Acquisition and Development Policy was adopted.***

- e. Surplus Property Policy – Amy presented a Surplus Property Policy for the board to approve. A motion was made to approve the Surplus Property Policy as presented.

Motion: Joyce Sensabaugh Second: Meaghan Terry

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw –Yes
Deb Berglund – Yes
Ivy Pittman-Outen – Absent
Joyce Sensabaugh – Yes
Beth Tepen –Yes

Meaghan Terry – Yes
Alex Turkmani –Yes
Vikki Wright – Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the ***Surplus Property policy was adopted.***

- f. Job Description (Library Clerk I) - Amy presented the Library Clerk job description without any changes.

A motion was made to approve the Library Clerk I job description as presented.

Motion: Meaghan Terry Second: Crystal McCaw

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw –Yes
Deb Berglund – Yes
Ivy Pittman-Outen – Absent
Joyce Sensabaugh – Yes
Beth Tepen – Yes

Meaghan Terry – Yes
Alex Turkmani – Yes
Vikki Wright – Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the ***Library Clerk I job description was approved.***

- **Non-Resident Card Program** - Every year, the board must decide on the status of a non-resident card program. It must be voted on at a meeting & then Amy informs the State Library of our decision prior to the June 30th deadline. The library does not have any unserved areas that are adjacent to the library taxing area,
A motion was made to *not* participate in the "Non-Resident Fee Program"
Motion: Joyce Sensabaugh Second: Meaghan Terry

After the motion was moved and seconded, Marigrace opened the floor up to discussion.

The Board Secretary, Crystal McCaw, requested a Roll Call Vote, ending with the Board President.

Crystal McCaw – Yes
Deb Berglund – Yes
Ivy Pittman-Outen – Absent
Joyce Sensabaugh – Yes
Beth Tepen –Yes

Meaghan Terry –Yes
Alex Turkmani – Yes
Vikki Wright – Absent
Marigrace Alonso – Yes

There are 7 votes in the affirmative and 0 votes in the negative. There is a two-thirds vote in the affirmative and the board voted ***NOT to participate in the Non-Resident Card Program.***

9. Library Wishes

- Library Wishes – The library does not have any wishes at this time.

10. Items to be placed on next month's agenda

- Facility Systems list (with maintenance operations)
- Building Maintenance/Repair Checklist
- Capital Asset Plan
- OMA Trustee Requirements Update
- Serving Our Public 4.0 (Chapter 8)
- Review – Job Descriptions
- Friends Meeting Update
- LTC Grant Update
- Building Maintenance Update (Parking Lot, Roof, Electronic Signs, Windows, Gutters, Awning)
- Per Capita 2022 Requirements
- Review – By-Laws
- COVID-19 Reopening Update
- IPLAR Status
- American Rescue Plan Act
- Emergency Connectivity Funds (ECF) – Verizon Hot Spot vendor meeting

11. The meeting adjourned at: 7:29 pm.

Respectfully Submitted, Crystal McCaw