Clinton Township Public Library Minutes

Monday, August 3, 2020

Our meeting was called to order at 6:33pm by President Betsy Shapiro. Roll call was taken. Present were President Betsy Shapiro, Secretary Carol Peterson, Treasurer Susan Kauffman, Trustees Ann Arends and our Library Director, Nichole Phillips. Trustees Bob Bend and Deanne Frieders were present virtually via Zoom. Trustee Debra Wade was absent.

We went over the agenda and under New Business, Continued Policy Review – Discussion & Action was crossed out and Closing Dates – New Year’s Eve and the day before Thanksgiving were added. Also, under Pending Business, the topic Fine Free was added. Ann moved to approve the agenda for the August 3, 2020 meeting as changed. Susan seconded the motion. The motion passed unanimously.

There was no public wishing to speak.

The minutes from our July 6 meeting were read by the secretary. In the Director’s Report, the words “that are returned to the library” were added after the words “The items” and before “are quarantined for 3 days before they are checked in.” Susan moved to approve the July 6, 2020 minutes after the change was made. Ann seconded her motion. The motion passed all in favor.

Everyone looked over the Treasurer’s Report for June 2020 that had been tabled from the last meeting. No one had any questions. Deanne made a motion to approve the Treasurer’s Report for June 1-30, 2020. Carol seconded the motion. A roll call vote was taken. It passed 5/0.

The Expenditures for June 2020 had also been tabled from the last meeting. Bob Bend made a motion to accept the expenditures for June 1-30, 2020. Ann seconded his motion. A roll call vote was taken and it passed 5/0.

We then moved onto the Treasurer’s Report for July of 2020. Ann moved to approve the Treasurer’s Report for July 1-31, 2020. Carol seconded this motion. A roll call vote was taken. It passed 5/0.

After looking at the expenditures report, Bob brought it to our attention that on the transaction sheet on the date of July 17, 2020, the check should have said it was written to the Waterman Lions’ Club and not the Waterman State Bank. Deanne moved to accept the expenditures for July 1-31, 2020. Bob seconded the motion. A roll call vote was taken. It passed 5/0.

**Director’s Report**

Numbers for July 2020

Patron visits – 679

New patron cards issued – 2

Materials checked out – 1537 books, 14 audios, 246 DVDs, 74 magazines, 10 CDMs, 4 games, and 5 kits for a total of 1890

Interlibrary loans - 151 as a lender and 193 as a borrower for a total of 344

Reciprocal borrowing – 25 By us and 96 From us for a total of 121

OMNI – 111 E-books and 69 audios for a total of 180

AXIS 360 E-Read Illinois – 49 E-books and 115 audios for a total of 164

Computer Use – Internet-12; Wi-Fi-101; and 0 Games

Fines & Fees – Books and magazines - $35.40; Copies - $3.00; DVDs - $2.00; Fax - $1.00; Sales - $44.50; Damaged or replaced - $0.00; Non-resident card - $134.00; AP&G refund - $16.60 for a total deposit of $236.50

Nichole informed us that the REALM Project put out an update to the quarantine guidelines pertaining to the glossy page magazines and board books. These items will need to be quarantined for an extra day.

The Illinois Public Library Annual Report (IPLAR) has been turned in. It was accepted by the State Library. The report looks at all the libraries’ information and stats, and there is a copy on file at the library.

This year PUG Day will be on-line. PUG Day (PrairieCat Users Group Day) is dedicated to professional development, networking, and continuing education. The webonar begins on August 18, 2020 and will continue into September on Tuesdays and Thursdays. All staff members should be able to attend several sessions at no cost to attend.

HERO Heating and A/C came for the annual tune-up and replaced the capacitor that was testing low on the compressor side.

The Summer Reading Program seemed successful. There were 39 Pre-K -1st graders signed up, 27 2nd- 4th grade kids signed up and 36 5th – 12th grade kids signed up for a total of 102. (15 of those did not participate). There were also 41 adults signed up, of which 35 participated. The crafts were well-received. The Noah’s Ark take and make craft had 75 taken out of 78 available. The Kids’ Take and Make crafts had 100 taken out of 149 available. The adult paint by number had 12 taken out of 20 available.

Susan questioned the director about selling some masks, wanting to know if there was sales tax added to the price. She said that 7.25% sales tax should have been added. This will be considered a learning experience and the rest of the masks should be given away.

There will be no meeting in September because of Labor Day. Our next meeting will be on Monday, October 5.

**New Business**

We discussed and took action on the Closing Dates policy. We talked about adding December 31, 2020 and the day before Thanksgiving to the list. The library should be open but will close at 5:00pm. Susan made a motion to close on December 31, 2020 at 5:00 and on the day before Thanksgiving. Ann seconded the motion. It passed unanimously.

There was also a discussion about fines. Susan made a motion to suspend all fines until the end of the year. Ann seconded the motion. It passed unanimously.

**Pending Business**

We had more policy discussion. We will combine all circulation policies into one policy. Under staff development we should set a fixed amount that we should pay them per mile travelled, maybe 40 cents/ mile. If we have an emergency closing, like what we did have, perhaps there should be a time limit to pay wages, like 4 weeks.

Nichole will print out a new Table of Contents and the updated policies. It is decided to table amended policies from the June meeting. There are six of them.

**President’s Report**

Bethany’s son would be interested in doing some weeding and trimming for our library.

**Open Discussion**

Ann asked for an estimate of about how many people attended the movie at Summerfest. Nichole guessed there were about 50 cars there.

Susan would like to know if the library would consider purchasing a new program called Hoopla. It is mainly for E-book requests, and she says a person can usually get the book they request that same day or the next day.

Susan expressed that she would like to find out if any staff is taking a designated lunch break. She wonders why they are working long hours with no breaks. Bob says that after 7 hours a person has to take a break. Betsy will look at the schedule with Nichole.

Susan then brought up that Crystal’s 1st year anniversary is August 7, 2020. She felt that Crystal should not have taken vacation time until then, but that she used her vacation in July. There was a question about whether she should be paid for it or not.

Carol made a motion that Crystal should get paid for her vacation days she took, with however many hours she took being deducted from her next year’s vacation time. Ann seconded the motion. A roll call was taken. This motion passed 4/1.

**Adjournment**

Ann moved to adjourn our August 2020 meeting. Bob seconded the motion. All were in favor. The meeting adjourned at 8:34pm.

Respectfully submitted,

Secretary Carol Peterson