Clinton Township Public Library Minutes

Monday, March 1, 2021 – 6:30pm

Betsy called the meeting to order at 6:31pm. Roll call was taken. President Betsy Shapiro, Treasurer Susan Kauffman, Secretary Carol Peterson were present as well as Trustees Debra Wade, Bob Bend, Ann Arends and Deanne Frieders. Our director, Shayne Phillips was also present.

After looking at the agenda and seeing no changes or additions, Susan made a motion to approve the agenda for March 1, 2021. Bob seconded the motion. The motion passed unanimously.

There was no public wishing to speak.

The minutes were read and seeing no corrections, Ann moved to approve the minutes from our February 1, 2021 meeting. Deanne seconded the motion. The motion passed unanimously.

Susan shared the Treasurer's Report. We had a short discussion about our Frontier bill again. It is high. Shayne will look into this situation by talking to Frontier and Mediacom. Bob then made a motion to approve the Treasurer's Report for February 1, 2021 to February 28, 2021. Deanne seconded this motion. A roll call vote was taken and the motion passed 6/0.

We moved onto the Expenditures Report. There was a short discussion about our Memorial money and possible uses for it. Susan stated also, that we should not defer on the levy. Ann made a motion to accept the Expenditures Report from February 1, 2021 to February 28, 2021. Debra seconded this motion. A roll call vote was taken and the motion passed 6/0.

Director's Report

Numbers for February 2021
Patron visits – 307
New patron cards issued – 0
Materials checked out – 494 books, 1 audio, 117 DVDs, 30 magazines, 7 CDMs, 11 games, 1 kit, and 1 other for a total of 662
Interlibrary loans – Numbers not available
Reciprocal borrowing – Numbers not available
OMNI/Overdrive – 117 E-books and 50 eAudios for a total of 167
Axis 360/eRead Illinois – 27 Ebooks and 4 eAudios for a total of 31
eResources combined totals (Axis360 + Overdirve) – 144 ebooks, and 54 eAudios
Computer Usage – Internet – 13, Wi-Fi – 70, Games – 0
No new items were added to the library

Shayne told us that the Per Capita Grant is due March 15. After tonight she would be able to get it sent in.
She reported that Bob Lee from Dominion Lighting completed his assessment about redoing our lights in LCDs. We would take this up when we got to Pending Business.
There are some Covid19 updates. One was that beginning February 24, the quarantine time for materials will be reduced to 24 hours. Also, our library will be sticking to the capacity of 10 people in the library at one time.
The staff started a program that will run through March. They are "Creative Craft Kits" and they have had 5 participants so far. There were 5 people that attended the Clinton Chats group. The book they read was "Something in the Water" by Catherine Steadman.
The staff has continued working on weeding out some materials to make room for new materials coming in. Besides doing that, they have stayed busy with usual daily tasks.

New Business

The first item under New Business was to read over the Employee Leave Policy – Temporary Sick Leave Benefits that will expire on December 31, 2021. We had a short discussion about how this policy works and will take action on this under Pending Business next month.

Our second item pertained to staff reviews and salary increases. Betsy gave each trustee an evaluation to fill out for Shayne and then send it back to her. Betsy said that Shayne did an evaluation of her staff. She seems satisfied with their work and a want to improve attitude. As far as salary increases, pay raises for the fiscal year 2021 to 2022 were discussed. A motion was made and salaries were approved. (Shayne was asked to leave during this time of the meeting.)

We next talked about the Treasurer role/bookkeeping. Sue made a motion to allow Shayne to view the resolutioned bank account, and to take on some bookkeeping responsibility. Deanne seconded the motion. The motion passed unanimously.

The fourth item under New Business had to do with payroll direct deposit. A discussion was held and a decision was made to have Susan open an account at Resource Bank in Shabbona so direct deposits of payroll can take place.

We talked about the virtual vote on temporary help. The board voted to allow notification of results by a vote of 4/1.

The last item we talked about under New Business was staff procedures outside of regular operating hours. We discussed having Crystal stay on the job at the library until the board is done with their meeting. Sometimes the meeting goes beyond regular open hours. Since our meetings are open to the public, we felt that on those Mondays when we go beyond 8:00pm, then the library actually needs to be open until such time that we adjourn.

Pending Business

The board finished up their discussion for the Per Capita Grant. We had two chapters left to talk about. Chapter 12 had to do with technology. We feel we are adequate in this department. Chapter 13 dealt with marketing. Susan presented the draft for the proposed budget for 2021 – 2022 fiscal year. There were a few minor differences from the present budget. Total receipts bumped up only $100 from the present budget and the total expenses bumped up $100 also. Debra moved to approve the 2021 – 2022 budget. Bob seconded the motion. A roll call vote was taken. The motion passed 6/0.

Shayne had given us a copy of the estimate that Dominion Lighting gave her for switching our lights over to LED lights. The quote they gave will take care of the lights upstairs and downstairs – a total of 22. A motion was made to go ahead with this light project. Bob seconded the motion. The motion passed unanimously. Shayne also gave us a copy of the payback analysis, which shows how we will be saving and how quickly the new lights will pay for themselves.

President's Report

Betsy shared that our next meeting will be April 5. The public election will not have taken place yet, so Debra will be here one more meeting. She had brought a wonderful treat to celebrate the eight years that Debra served on the library board. Thank you very much for your time, Debra.

There was nothing for discussion under **Open Discussion.**

Betsy moved to adjourn our meeting. Carol seconded the motion. The meeting adjourned at 9:03pm.

Respectfully submitted;
Secretary Carol Peterson