

Minutes of the Sherrard Public Library District Board of Trustees

November 20, 2018

Call to Order 7:00 PM.

Board Members in Attendance: Allen Holdsworth, Molly Kindelsperger, Barb Ruane (via telephone), Cindy Sanders, Sarah Soliz, Sheryl Steele and Jim DeWitt.

Staff: Jeanna Ryner

Public: Joshua Eberts

Motions:

1. Motion to approve the minutes of October 16, 2018 and Special Meeting on November 13, 2018 by Soliz, Second by Kindelsperger.
2. Motion to approve the Treasurer's report by Soliz, Second by DeWitt.
3. Motion to accept the bid from Joel Knox for \$15,511 for the purchase of the old library building by Ruane, Second by Dewitt.
4. Motion to set the non-resident card fee at \$113.55 as calculated by the general mathematical formula from the IL State Library by Sanders, Second by Ruane.
5. Motion to approve the list of holidays observed by the library as amended by Soliz, Second by Sanders.
6. Motion to approve the director's remote work plan for Jeanna Ryner at 32 hours a week until the end of February 2019 by Holdsworth, Second by Soliz.
7. Motion to approve the recommended Safety Awards by Soliz, Second by DeWitt.
8. Motion to approve the Meeting Room Policy Revision as submitted by DeWitt, Second by Soliz.
9. Motion to adjourn at 9:30 PM by Soliz, Second by Kindelsperger.

Director's Report:

Jeanna presented the yearly statistical report and noted that beginning in October the report shows statistics for computer/internet use and library visits.

Discussion:

Unfinished Business:

- a. Sealed Bids Vote: The board accepted the bid from Joel Knox for \$15,511 for the purchase of the old building. All necessary paperwork is being worked on so the sale can be finalized as soon as possible.
- b. Storage Shed: It was decided to put off the purchase of the shed until the spring.
- c. Non-Resident Card Fee: Jeanna informed us that the IL State Library has three options that must be used to calculate the non-resident card fee. We approved \$113.55 as the fee for this fiscal year based on the general mathematical formula, which is most commonly used by libraries. This fee can be reassessed each year and needs to be approved each fiscal year. The fee will be prorated based on the number of months left in the fiscal year.
- d. Gazebo Project: Joshua Eberts was here to find out where we want the gazebo built. Allen and Jeanna will look at the site tomorrow and take measurements to let Josh know so that he can install the anchor rods for the foundation.

- e. Holiday Closings: After discussion, the board decided to add 2 days to the list of holiday closings; the day after Thanksgiving and New Year's Eve Day. We also amended the previous policy for early closings from 5:00 to 3:00 on July 3rd and the day before Thanksgiving.

- f. Director's Remote Work Plan: The board approved a plan for Jeanna to work remotely beginning on December 3rd and continuing through the end of February. During this time, she will be working a 32-hour week and will be available to staff electronically during work hours. She will be writing/revising policies and guiding the search for a new director. She also plans to come to the library to work on weeks when we have a board meeting and can be available if situations arise and we need her at the library. Tammy will be adding some extra hours so that we will have 2 people working in the library as much as possible.

New Business:

- a. Safety Awards: The board agreed to adopt a system to give out safety awards based on the employees' position and how long they have been employed (6 months is one amount, over 6 months is twice that amount). Staff will also be paid holiday pay based on their hourly rate times regularly scheduled hours for Christmas Eve and Christmas Day.

- b. Discussion Regarding the Dissolution of the Friends of the Library: Jeanna informed us that the Fund for Illinois Libraries can be utilized to accept gifts from individuals and organizations that can only make donations to 501(c)(3) charitable organizations. The Fund for Illinois Libraries (administered by the Illinois State Library) provides donors with a tax-exempt letter for purposes of documenting the tax deductibility of their donation. This would be a viable alternative in lieu of an in-active Friends group. Jeanna also noted that if the Friends group is disbanded that they can later re-form without the 501(c)(3) status.

- c. Meeting Room Policy Revision: The board approved revisions to the Meeting Room Policy as submitted to better define how we want our library to be utilized.

The next meeting is a special meeting on December 3, 2018 at 10:00 AM.

Respectfully submitted,

Sheryl Steele, Secretary