

Minutes of the Sherrard Public Library District Board of Trustees

May 18, 2021 -- 7:00 PM

Call to Order: 7:02 PM.

Board Members in Attendance: Jim DeWitt, Jackie Docherty, Allen Holdsworth, Barb Ruane, Sarah Soliz and Sheryl Steele.

Board Members Absent: Molly Kindelsperger

Staff: Tori Drews

Motions:

1. Motion to approve the minutes of April 20, 2021 by Docherty, Second by DeWitt.
2. Motion to approve the Treasurer's Reports by Ruane, second by DeWitt.
3. Motion to approve Library Risk Management Plan by Soliz, Second by Docherty.
4. Motion to approve closing the library at 5:00 PM on Fridays starting in August by Soliz, Second by Ruane.
5. Motion to approve Fiscal Year 2021-2022 Wages by DeWitt, Second by Soliz.
6. Motion to adjourn at 8:10 PM by DeWitt, Second by Ruane.

Appointment of Trustee: Jackie Docherty was appointed to a two-year term to replace the remainder of outgoing member, Cindy Sanders' term.

Oath of Office for Allen Holdsworth and Jackie Docherty. Newly elected officers are President Allen Holdsworth, Vice-President Barb Ruane, Treasurer Sarah Soliz, and Secretary Sheryl Steele.

Director Report:

- I. Risk Management Plan & Using Liability Funds for Personnel: Tori explained how we can use money from the Liability Fund to pay a portion of each employee's salary or wages. This strategy is supported by IL State Law and will help us to make up for Corporate Fund deficits due to increasing minimum wage.
- II. Building Address: The library building address has been officially changed to 501 3rd St.
- III. Phase 5: As Illinois continues to progress to Phase 5, fully vaccinated people can go without masks in public places. The library has decided to change signage to adhere to this policy. The staff will continue to use plexiglass barriers and sanitization policies.
- IV. Summer Reading: Registration opens on May 21 via Engaged Patron. Reading logs can be picked up starting on June 14 and the last day to submit logs is July 23. Per Capita funds were used to purchase gift cards from local businesses to be used for prizes. The library will be closed May 20 from 1-3 PM to have an all-staff meeting to discuss Summer Reading procedures.

Unfinished Business:

Referendum: Next Steps: The board continued discussion from last month's meeting concerning Corporate Fund deficits due to the minimum wage increase. In addition to putting the Referendum on the ballot again in 2023, Tori is recommending that we approve the proposed Risk Management Plan. I

New Business:

Library Risk Management Plan: After discussion, the board moved to approve this plan which includes using Liability Funds to pay part of employee salary and wages, and to begin closing the library at 5 PM on Fridays, beginning in August.

Fiscal Year 2021-2022 wages: The board approved proposed wages for FY 2021-2022.

The next meeting June 15, 2021 at 7 PM.

Respectfully submitted,
Sheryl Steele, Secretary