

## **Divernon Township Library Tuesday, May 5, 2020, 6:00 P.M.**

President Linda Baer called the meeting to order at 6:00 P.M. She then asked for the roll to be called. Linda Baer, Sue Covi, Sharon Whitnall, Kathi Katcher, Cory Goleman, Jake Rettberg and Jane Emerson were present.

No visitors.

Public Comment: none.

The secretary's reports were read from Dec. 9, 2019, Jan. 13, 2020, March 3, 2020 & March 16, 2020. The minutes were approved on a motion by Sue Covi and seconded by Kathi Katcher. Motion carried.

A. The treasurer's reports for March and April were given by Cory Goleman. Each trustee was given a General Ledger as of March 31, 2020 which was reviewed and discussed. Kathi Katcher made a motion to approve reports, seconded by Linda Baer. Motion carried.

B. Plans were discussed on utilizing Special Reserve Fund. Jake Rettberg passed around drawings (A and B) for building future restrooms. Plan A was chosen by trustees and Jake will return it to architect with changes and request an estimate.

C. Annual Operating Budget for 2020-2021 was reviewed by the board and tabled until June meeting.

D. The Collection Management Policy was reviewed. A motion was made by Sue Covi, seconded by Jane Emerson to accept this policy. Motion carried.

E. The board reviewed the updated Internet Policy and Internet Procedures for the library. After discussion, a motion was made by Kathi Katcher, seconded by Sue Covi to accept this policy with changes. Motion carried.

F. The updated Technology Plan was reviewed and discussed. A motion was made by Jake Rettberg to accept this plan. It was seconded by Cory Goleman. Motion carried.

G. Discussion was had on purchasing a plexiglass Sneeze Shield for the librarian's desk. The librarian will look into sizes available and which would be best for the front desk and order. Will report at June meeting.

H. Discussion on re-opening library will be reviewed after May 31, 2020 order is lifted.

I. No old business.

J. No executive session.

Librarian's Report.

A. Plans for Summer Reading Program were tabled until June meeting.

B. Sun/Solar blinds were installed and thank you was read from Exciting Windows.

C. A report on Monthly Patron & Materials checked out was given by the librarian.

D. Annual Report is ready to submit.

A motion was made by Cory Goleman, seconded by Kathi Katcher to adjourn. Next meeting June 2.

Respectfully submitted by Jane Emerson.