

Divernon Township Library

Tuesday, June 2, 2020, 6:00P.M.

Minutes

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

No visitors.

Public Comment: none.

The secretary's report was read from May 5, 2020. The minutes were approved on a motion by Cory Goleman, seconded by Kathi Katcher. Motion carried.

A. The treasurer's report was given by Kathi Katcher. Cory Goleman brought up questions about the Special Reserve Fund. Jane Emerson made a motion to approve report, seconded by Sharon Whitnall. Motion carried.

B. The board discussed plans from Hurst-Rosche, Inc. concerning renovating the two exterior restrooms into one interior restroom and a room for bookshelves. After various changes and much discussion, Jake Rettberg made a motion to accept page two of the basic proposal, seconded by Kathi Katcher. Motion carried. Also discussed was what to do with old bathroom and it was decided to use it for storage of file cabinets. Board will review the revised proposal from Hurst-Rosche, Inc. at a future board meeting once it is received.

C. Jake Rettberg made a motion to accept the Annual Operating Budget for 2020-2021, seconded by Linda Baer. Motion carried.

D. A tentative reopening plan was discussed. Curbside Service Plan will begin June 8, 2020 wherein patrons can contact library by phone to request books. A return call will be used to advise patrons when items can be picked up outside the front door. A motion was made by Cory Goleman, seconded by Kathi Katcher to accept this plan. Motion carried.

E. Election of officers was voted on: A motion was made by Cory Goleman, seconded by Kathi Katcher to nominate Linda Baer, president. A motion was made by Linda Baer to nominate Jake Rettberg, vice president, seconded by Cory Goleman. Cory Goleman made a motion to nominate Jane Emerson, secretary, seconded by Kathi Katcher. Linda Baer motioned to elect Cory Goleman and Kathi Katcher, treasurers, seconded by Jane Emerson. All motions carried.

F. A motion was made by Cory Goleman, seconded by Kathi Katcher to accept the fee of \$140.22 for non-resident card program. Motion carried.

G. A discussion was had on the creation of a Records Retention Policy. After talking with Denise McCrady, she advised Cory and Kathi to talk to Local Records Commission. The Local Records Commission will contact the library to schedule an appointment to evaluate and assist in creating a record's retention policy. A motion was made by Linda Baer, seconded by Jake Rettberg to continue with the process. Motion carried.

VIII. Librarian's Report

A. The Summer Reading Program was cancelled because of Coronavirus. August 9 is National Book Lover's Day so there may be something planned for that day.

B. Sneeze Shield was installed.

C. Report on Monthly Patron & Materials checked out.

D. Annual Report submitted. It was verified that everything is correct.

E. Pam and Trish completed the Sexual Harassment Training on line.

F. Property & Casualty and WC renewals-Bound effective May 19, 2020.

A motion was made by Jake Rettberg, seconded by Jane Emerson to adjourn. Motion carried.

The next meeting is Tuesday, July 7, 2020.

Respectfully submitted,
Jane Emerson