

Divernon Township Library

Tuesday, July 7, 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, Sue Covi and Jane Emerson were present.

Visitor, Tim Downen from Hurst-Rosche, Inc. was present to discuss plans for renovating the two exterior restrooms into one interior restroom and room for bookshelves. After extensive discussion and making several changes to the plans, Mr. Downen said he would send the revised proposal to the board as soon as possible to get our consent to go ahead with plans.

Public Comment: none

The secretary's report was read from June 2, 2020. The minutes were approved on a motion by Jake Rettberg, seconded by Kathi Katcher. Motion carried.

A. The treasurer's report was given by Kathi Katcher. Jake Rettberg made a motion to approve report, seconded by Sue Covi. Motion carried.

B. The purchase of a sanitary napkin receptacle and removal of spigots in supply room were discussed. The board voted no to both items.

C. Trish Austin discussed the July 1, 2020 visit with Mr. Spiro from the Office of the Secretary of State, IL State Archives Dept. regarding the creation of a Records Retention Policy. They learned that minutes and agendas were to be kept indefinitely and financials for 7 years. Trish signed a completed application to be approved.

D. A tentative reopening plan was discussed. The library will re-open Monday, July 13 with with normal library hours. Phase 4 will be adhered to with various stipulations. Patrons must wear facial coverings when entering the library. A motion was made by Cory Goleman, seconded by Kathi Katcher to accept the plans. Motion carried.

E. The library received a per-capita grant award letter stating they would receive \$1887.50 to be used by December 21, 2021.

F. Kathi Katcher sent in the workers comp audit for 2019-2020. There were no changes.

G. No old business.

H. No executive session.

Librarian's Report

A. The curb-side service is working out very well.

B. Board members reviewed the monthly patron & materials checked out.

C. New books started arriving the end of June from Baker & Taylor.

D. Iterlibrary Loan requests has been reactivated.

A motion was made by Jake Rettberg, seconded by Kathi Katcher to adjourn. Motion carried. The next meeting is August 4, 2020.