

Divernon Township Library

Tuesday, August 4, 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 revised plans for renovating the two exterior restrooms into one interior restroom and room for bookshelves. Mr. Downen informed the board on the various stages from advertising for bids, bid opening, bid award, beginning construction, and completion. Also discussed was filling in two doors in older portion of the library.

Public Comment: none

The secretary's report was read from July, 7 2020. The minutes were approved on a motion by Sue Covi, seconded by Kathi Katcher. Motion carried.

A. The treasurer's report was given by Cory Goleman. She reported that the first installment from Sangamon County taxes was received. Kathi Katcher made a motion to approve report, seconded by Jane Emerson. Motion carried.

B. Board discussed several contractors from this area who might be interested in bidding on the building project.

C. Trish Austin reported that she had received several quotes from shredding companies when we are ready to begin the document shredding process. It was decided to hire Shred Pro at a cost of \$99.00 for up to 20 banker boxes.

D. It was decided that the librarians would keep a daily record of patrons entering and leaving the library.

E. Trish reported that the library would be required to review "Serving Our Public 4.0" which is 13 chapters and checklists to meet a per capita grant requirement. It was decided that the board would review the checklists every month. The review should be done by January 15, 2021.

F. No old business.

G. No executive session.

Librarian's Report

A. Trish reported that the library has 3 or 4 new readers. More books arriving from Baker & Taylor.

B. A memorial donation was received from the Emma Peterson family.

C. There is a 4-day quarantine on books ordered from other libraries.

D. Monthly patron and materials checked out was given to the board.

E. Book Lover's Day, Sunday, August 9.

A motion was made by Cory Goleman, seconded by Kathi Katcher to adjourn. Motion carried. The next meeting is Tuesday; September 1, 2020.

Respectfully submitted, Jane Emerson, Secretary.