

Divernon Township Library
Tuesday, September 1, 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.

Visitor, Tim Downen from Hurst-Rosche, Inc. was present to discuss the building project. He reported that three bids had been received. R.L. Vollintine Construction, Inc. the lowest bid at \$74,900.00 and the alternate bid for closing up doors in hallway and taking out a wall was \$6,310.00. A roll call vote was taken to accept this bid: Jake Rettberg, yes; Linda Baer, yes; Cory Goleman, yes; Kathi Katcher, yes; Sharon Whitnall, yes; and Jane Emerson, yes.

Public comment: None

The secretary's report was read from August 4, 2020. The minutes were approved on a motion by Kathi Katcher, seconded by Cory Goleman. Motion carried.

A. The treasurer's report was given by Cory Goleman. She reported that the second installment from Sangamon County taxes was received. She reported that a per capita grant was received for \$1887.50. A motion was made by Jake Rettberg, seconded by Jane Emerson to accept this report. Motion carried. It was decided to transfer money from the general fund to the special reserve fund. A roll call vote was taken: Jake Rettberg, yes; Linda Baer, yes; Cory Goleman, yes; Kathi Katcher, yes; Sharon Whitnall, yes; and Jane Emerson, yes.

B. Board discussed several options for the flooring in the renovated room in the older part of library. Carpet tiles to match the library floor are still available or go a less expensive route and lay tiles or lay one piece of carpet.

C. A review and discussion on Per Capita Grant requirements, Chapters 1-5 and all appendices of "Serving Our Public 4.0". Also reviewed were check lists and report on progress toward meeting any items unchecked.

D. The board discussed the Application for Authority to Dispose of Local records. A motion was made by Kathi Katcher to adopt the record retention and disposal policy in accordance with the Local Records Unit of the Illinois State Archives. This was seconded by Jake Rettberg. Motion carried.

E. The board discussed temporarily expanding public access to the internet during this time when people need it for school and work. We are not expanding public access at this time.

F. After discussion Linda Baer made a motion to close the library on election day, with pay, as Governor Pritzker's declaration states that election day is now a state holiday. Kathi Katcher seconded the motion. Motion carried.

G. The board discussed a request from CPA for completion of updated large fixed asset inventory and depreciation schedule. Trish will look into this further.

F. No old business.

G. No executive session.

VIII. Librarian's Report

A. Personal Protective Equipment Grant is available up to \$500.00

B. Sent in Back to Books Grant for \$4900.00.

C. The board reviewed monthly patron & materials checked out for the month. The librarian reported the books now have to be quarantined for five days.

A motion was made by Jake Rettberg, seconded by Cory Goleman to adjourn. Motion carried.

The next meeting is Tuesday, October 6, 2020.

Respectfully submitted,

Jane Emerson