

Divernon Township Library

Tuesday, October 6, 2020, 6:00P.M.

Minutes

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

Recognition of Visitors: None

Public comment: None

The secretary's report was read from September 1, 2020. The minutes were approved on a motion by Jake Rettberg, seconded by Sue Covi. Motion carried.

A. The treasurer's report was given by Kathi Katcher. She reported that a Sangamon County tax disbursement was received. A motion was made by Sue Covi, seconded by Jane Emerson to accept this report. Motion carried.

B. The board discussed the status of the restroom renovation. Linda Baer reported that there is 56 square feet in the older portion of the library. Will get an estimate on using same flooring as in the new addition for the floor. A pre-construction meeting was held at the library on Monday September 28 at 4:00p.m. The following were in attendance: Hurst-Rousche, Inc. (Tim Downen), Porter Electric (Rick Herbster) E.L. Pruitt Co. (Rob Meyers), Henson Robinson (Kris Prather), RL Vollintine Construction (Shane Vollintine and Ray Vollintine). Also in attendance were Jake Rettberg, Linda Baer, Pam Watson and Trish Austin. The first day of construction is October 13. The library will have the shelves and equipment moved from the common wall by that time. A motion was made by Jake Rettberg to remove water heater in the furnace room and shut off water, seconded by Sue Covi. Motion carried. Jake Rettberg made a motion to change locks and security code after the construction is completed, seconded by Kathi Katcher. Motion carried.

C. The board reviewed and discussed Per Capita Grant requirements, Chapters 6-13 and all appendices of "Serving Our Public 4.0". #8 Safety of patrons and staff in an emergency would be the first priority. Second would be computers, if time. A copy of the Disaster Plan Policy will be given to the Fire Department.

D. The board discussed options for housekeeping to replace Melissa Layton.

E. Board member, Cory Goleman will be relinquishing her FOIA duties. A motion was made by Kathi Katcher to nominate Sharon Whitnall as the FOIA officer. Seconded by Jake Rettberg. Motion carried.

F. The librarian distributed 2021 candidacy packets to library board members: Sue Covi, Jane Emerson, Sharon Whitnall, Linda Baer and Cory Goleman.

G. Old Business: none

H: Executive Session: none

Librarian's Report

- A. Trish reported that the library will know in November if we receive any PPE grants.
- B. Shred Pro on October 1 picked up and destroyed old materials.
- C. October is National Book Month.
- D: Patrons can automatically view new books at the library by logging on the website to New Books Spinner.
- E. Quarantine period for books has been increased to seven days beginning October 4, 2020.
- F. Trish reported that a few more patrons used the library resources last month.

A motion was made by Jake Rettberg, seconded by Kathy Katcher to adjourn. Motion carried.

The next meeting is Tuesday, November 3, 2020.

Respectfully submitted,

Jane Emerson