



338 West Jefferson ■ Auburn, Illinois 62615
Phone: (217) 438-6211 ■ Fax: (217) 438-9317

Minutes of the Auburn Public Library District Board Meeting Meeting Date: August 18, 2020

- 1. Public hearing on Budget and Appropriation Ordinance No. 2020-1
called to order at 7:00pm**

Announcement from the president:

"A Gubernatorial Disaster Proclamation was issued on May 29, 2020 due to the continued COVID-19 pandemic. In light of this proclamation, I find that an in-person meeting is not practical or prudent at this time."

Roll call to establish quorum:

Board Attendees:

- | | |
|---|---------------------------------------|
| 1. Ashley Foster: present via Zoom | 5. Monica Garrett: present via Zoom |
| 2. Shirley Deheve: present in library | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: present via Zoom | 7. Jeffrey Stutsman: present via Zoom |
| 4. Lacy Strader: present via Zoom | |

Staff:

Kristi Lear, Library Director (present in library)
Amanda Kendall, Librarian (present in library)
Nicole Szymiski, Library Aide (present in library)

Visitors: none

2. Public Comments

None

3. Public Hearing Adjourned

A motion was made by Carrie Pillischafske to adjourn at 7:11pm.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.



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Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held via Zoom on August 18, 2020. The meeting convened at 7:14pm.

Roll call to establish quorum:

Board Attendees:

- | | |
|---|---------------------------------------|
| 1. Ashley Foster: present via Zoom | 5. Monica Garrett: present via Zoom |
| 2. Shirley Deheve: present in library | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: present via Zoom | 7. Jeffrey Stutsman: present via Zoom |
| 4. Lacy Strader: present via Zoom | |

Staff:

Kristi Lear, Library Director (present in library)
Amanda Kendall, Librarian (present in library)
Nicole Szyski, Library Aide (present in library)

Visitors: none

- I. **Approval of minutes:** A motion was made by Carrie Pillischafske to amend the minutes from April 21, 2020 meeting to reflect that Monica Garrett was present at the meeting and voted to approve the February minutes.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.

A motion was made by Monica Garrett to approve the minutes of the July 21, 2020 meeting.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.



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II. Consent Agenda

Motion: Moved by Carrie Pillischafske that the Consent Agenda be approved.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.

III. Unfinished Business

1. Appointment of standing committee members for FY 21

a. Budget/Finance Committee

Chair: Carrie Pillischafske

Members: Ashley Foster, Kristi Lear, Amanda Kendall

b. Building Maintenance Committee

Chair: Lacy Strader

Members: Ashley Foster, Kristi Lear, Monica Garrett

c. Policy Committee

Chair: Nicole Szymski

Members: Jeffrey Stutsman, Carrie Pillischafske, Shirley Deheve, Kristi Lear

d. District Expansion Committee

Chair: Amanda Kendall

Members: Ashley Foster, Carrie Pillischafske, Kristi Lear

2. Opening Saturdays

A motion was made by Carrie Pillischafske to stay closed for now, unless a community need arises.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.



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IV. New Business

1. Budget & Appropriation Ordinance 2020-1

Motion: Moved by Ashley Foster that the Budget & Appropriation Ordinance 2020-1 be approved.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.

2. April 6, 2021 Consolidated Election Trustee Positions

Shirley Deheve and Jessica Lance's terms will be up for election. In September, nomination petitions can begin circulating.

3. E-Rate Consultant Proposal

Funding would cover an upgrade to network equipment and pay for a portion of the internet, including a signal booster to improve wi-fi.

Motion: Moved by Lacy Strader that Jill Dare be hired as an E-Rate Consultant for the Library.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.

4. FOIA & OMA Training

Ashley Foster – FOIA & OMA due immediately

Lacy Strader – OMA due immediately

Monica Garrett – OMA due immediately

Jeffrey Stutsman – OMA due in October

Shirley Deheve – OMA due in September

V. Treasurer's Report

1. Financial statements cannot be finished by CPA until bank statements are received. Check into e-statements in order to give CPA sufficient time to complete reports for meetings.



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VI. Director's Report

1. Facility

a. Roof Update

A1 roofing replaced the vent that was causing the leak in the men's room. We are currently looking into finding someone to fix the damage left by the leak.

b. Plumbing Problem

Snell came to check the stalls in the restroom that were not flushing properly. While they were snaking the drain, sewage flooded the study room. The tile and carpet were professionally cleaned.

c. HVAC Problem

A/C was not working correctly. Auburn Heating and Air replaced the needed part. The units will need to be replaced in the next 2-3 years. Look into grants that will help with upgrades.

2. Staff

a. Back to school schedule issues

Staff schedule may be adjusted as needed to meet the needs of remote learning.

3. Programming

a. Summer Reading Update

Virtual Summer Reading was successful. Participant feedback was positive – the community liked the opportunity to earn badges at their own pace. This will continue in the future.

4. Fundraising

Nothing new to report at this time.

5. Long Range Plan Progress Report

a. Collection Assessment for Local History Collection

6. Other

a. Serving Our Public 4.0 Chapters 1-3

Kristi presented the checklists to the board. To be noted:

- i. Library Board reviews policies on a regular basis. Current schedule interrupted by pandemic.



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- ii. A regular schedule needs to be set for record disposal (possibly February/March)
- iii. A succession plan needs to be written.
- iv. Updated Board-approved policy in process.
- v. Work on a salary schedule.
- vi. Salaries/fringe benefits should be 70% of total operation budget. With no fringe benefits, we are at 60%

Motion: Moved by Ashley Foster that the Director's Report be approved.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.

VII. Committee Report

1. Budget/Finance Committee
None
2. Policy Committee
None
3. Building Maintenance Committee
None
4. District Expansion Committee
None

VIII. Public Comment

None

IX. Closed Session

None

X. Announcements

1. Next meeting is September 15, 2020.

XI. Adjournment: Monica Garrett made a motion to adjourn the meeting at 8:52pm.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: yea | 5. Monica Garrett: yea |
| 2. Shirley Deheve: yea | 6. Jessica Lance: absent |
| 3. Carrie Pillischafske: yea | 7. Jeffrey Stutsman: yea |
| 4. Lacy Strader: yea | |

Motion carried.