



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: September 15, 2020

Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held via Zoom on September 15, 2020. The meeting convened at 7:08pm.

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)

Visitors: none

I. New Business

1. Resignation of Ashley Foster as Board President
2. Open nominations and ballots for Officer(s)
 - a. Carrie Pillischafske nominated Shirley Deheve for President.

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	
 - b. Lacy Strader nominated Monica Garrett for Vice President

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	

II. Adjournment: 7:23



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Call to order: A regular meeting of the Auburn Public Library District Board of Trustees was held via Zoom on September 15, 2020. The meeting convened at 7:24pm.

Roll call to establish quorum:

Board Attendees:

- | | |
|---|---------------------------------------|
| 1. Ashley Foster: absent | 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 Lacy Strader to approve the minutes from the special meeting held on November 25, 2019.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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 Carrie Pillischafske to approve the minutes of the August 18, 2020 meeting.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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 Lacy Strader that the Consent Agenda be approved.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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

None

IV. New Business

1. Ordinance 2020-2 "Ordinance Levying and Assessing Tax for the Auburn Public Library District of the County of Sangamon State of Illinois for the Fiscal Year beginning the 1st day of July, 2020 and ending the 30th day of June, 2021."

Motion: Moved by Carrie Pillischafske that Ordinance 2020-2 be approved.

Roll Call Vote:

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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.

V. Treasurer's Report

1. Financial Reports

VI. Director's Report

1. Facility
 - a. Roof is still dry
 - b. The garbage disposal in the kitchen is not working again.
2. Staff
 - a. Nicole has been working her way through the Juvenile Fiction section. She is updating all item records so they are consistent, creating new spine labels, and marking each book with AR points, Lexile score, and other reading level information.
 - b. Kristi is working on the Back the Books grant from the Illinois State Library.



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3. Programming
 - a. All programming is on hold due to the pandemic. Amanda is looking into adapting the Adult Fiction Book Club to a virtual format.
4. Fundraising

Nothing new to report at this time.
5. Long Range Plan Progress Report
 - a. Website Update

Lazerware is in process of updating our website. It will be easier for our patrons to navigate.
6. Other
 - a. *Serving Our Public 4.0* Chapters 4-6

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

 - i. Adequate signage has been added throughout the library.
 - ii. As the Adult and Juvenile Non-Fiction areas are updated, a Dewey Decimal key will be added.
 - iii. Communication equipment is being updated.
 - iv. Routine maintenance needs and landscaping will need to be scheduled. The Building Maintenance Committee will meet to work on this as soon as they are able to work on this.
 - v. Emergency plans will be ready and posted as soon as possible. The Auburn Fire Department will be called to schedule fire drills twice per year, and a fire extinguisher training is scheduled for February's Staff Meeting.
 - vi. CPR training is scheduled for the October Staff Meeting.
 - vii. Draft a formal policy for security cameras.
 - viii. A disaster plan is in draft form. It will be printed and put on a flash drive that will be held in a Safety Deposit Box.

Motion: Moved by Jeffrey Stutsman that the Director's Report be approved.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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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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 October 20, 2020.

XI. Adjournment: Monica Garrett made a motion to adjourn the meeting at 7:57pm.

- | | |
|------------------------------|--------------------------|
| 1. Ashley Foster: absent | 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.