**Minutes of the Auburn Public Library District Board Meeting**

**Meeting Date: October 20, 2020**

**Call to order:** A regular meeting of the Auburn Public Library District Board of Trustees was held via Zoom on October 20, 2020. The meeting convened at 7:07pm.

**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. Shirley Deheve: present in library 4. Monica Garrett: present via Zoom
2. Carrie Pillischafske: present via Zoom 5. Jessica Lance: joined later via Zoom
3. Lacy Strader: present via Zoom 6. Jeffrey Stutsman: present via Zoom

**Staff:**

Kristi Lear, Library Director (present in library)

Amanda Kendall, Librarian (present in library)

Nicole Szymski, Library Aide (present in library)

**Visitors:** none

1. **Approval of minutes:** A motion was made by Carrie Pillischafske to approve the minutes of the September 15, 2020 meeting.

1. Shirley Deheve: yea 4. Monica Garrett: yea

2. Carrie Pillischafske: yea 5. Jessica Lance: absent for vote

3. Lacy Strader: yea 6. Jeffrey Stutsman: yea

**Motion carried.**

1. **Consent Agenda**

*Motion:* Moved by Lacy Strader that the Consent Agenda be approved.

1. Shirley Deheve: yea 4. Monica Garrett: yea

2. Carrie Pillischafske: yea 5. Jessica Lance: absent for vote

3. Lacy Strader: yea 6. Jeffrey Stutsman: yea

**Motion carried.**

1. **Unfinished Business**

None

1. **New Business**
2. Comptroller FY 2020 Annual Financial Report

*Motion:* Moved by Lacy Strader that the FY 2020 Annual Financial Report be approved.

1. Shirley Deheve: yea 4. Monica Garrett: yea

2. Carrie Pillischafske: yea 5. Jessica Lance: absent for vote

3. Lacy Strader: yea 6. Jeffrey Stutsman: yea

**Motion carried.**

1. Library closing for Election Day

*Motion:* Moved by Lacy Strader that the library remain open for Election Day

1. Shirley Deheve: yea 4. Monica Garrett: yea

2. Carrie Pillischafske: yea 5. Jessica Lance: yea (joined at this time)

3. Lacy Strader: yea 6. Jeffrey Stutsman: yea

**Motion carried.**

1. Trustee election pre-filing notice date

December 15 at 6:30pm – Filing Day

1. Discussion of amendment of bylaws

Bylaws will need to be amended to reflect 4-year term for Trustees instead of 6.

1. **Treasurer’s Report**
2. Financial Reports
3. **Director’s Report**
4. Facility
   1. Library key was issued to the city. It is signed for on the key log. Another will be issued to the police and fire departments.
   2. Toilets were backing up again. Called the city and Snell. Everything was clear from the city’s end. Snell ran the line and got them flowing again.
5. Staff
   1. Three grants were submitted to the Illinois State Library:
      1. PPE Grant to purchase a UV Light Sanitizer
      2. Upgrade network equipment
      3. Back to Books – update to the Juvenile Non-Fiction Collection

We are hoping to find out in November if we received any of them.

1. Programming
   1. Nicole has almost finished painting the sidewalk obstacle course.
   2. The Virtual Book Club will kick off November 5.
   3. Story Walk planned for Christmas – books have arrived to begin set up and a QR code will be included to be placed on a list to borrow the book.
   4. Fine holiday – possibly a day in January for the public to return overdue books and have fines erased.
2. Fundraising

Nothing new to report at this time.

1. Long Range Plan Progress Report
   1. Website Update

Lazerware is in process of updating our website. It will be easier for our patrons to navigate.

1. Other
   1. *Serving Our Public 4.0* Chapters 7-9

Minimum in budget for collection development should be 8-12%. We dedicate more than that.

* 1. Card for Kids – Legislation guarantees a library card at no cost for children who live out of district who live below the poverty line.
  2. Kristi has accepted a position with the Illinois State Archives. A special meeting will be held Tuesday, October 27 at 6:30pm to appoint a search committee and select an Interim Director.

1. **Committee Report**
2. Budget/Finance Committee

None

1. Policy Committee

None

1. Building Maintenance Committee

None

1. District Expansion Committee

None

1. **Public Comment**

None

1. **Closed Session**

None

1. **Announcements**
2. Next meeting is November 17, 2020.
3. A Special meeting will be held October 27, 2020
4. **Adjournment:** Carrie Pillischafske made a motion to adjourn the meeting at 8:33pm.

1. Shirley Deheve: yea 4. Monica Garrett: yea

2. Carrie Pillischafske: yea 5. Jessica Lance: yea

3. Lacy Strader: yea 6. Jeffrey Stutsman: yea

**Motion carried.**