

Anne West District Library Board of Trustees Meeting

April 28, 2020

Meeting via Zoom at Anne West Library Conference Room

Meeting was called to order at 6:38 pm by President Bill Slider and a determination of a quorum was established with the following board members physically present via ZOOM: Jim Koonce, Bill Slider, Heather Castlebery, Elaine Miskell, Sheri Hunter and Debbie Johnson present. Allison Owen was absent. Employees present were Mary Stoner and Jennifer Sigler. Visitor was Steve Sims. (We did not meet in March due to Covid-19 concerns.)

Approval of the agenda was approved with a motion made by Jim Koonce, and seconded by Debbie Johnson. The motion carried.

Reading and approval of February 2020 minutes were approved with a motion by Jim Koonce and seconded by Elaine Miskell; motion was carried.

There were neither public comments nor any communication reports to give.

Our Finance report was given by the bookkeeper. In Memorials, \$1391 was moved from the Searcy Memorial Fund to pay for bushes and landscaping. Also, in Memorials there is a section dedicated to Building Fund and we paid Steve Sims through that fund. Our Audit was also paid this month.

With a move from Debbie Johnson and seconded by Sheri Hunter, the financial report was approved. The motion carried.

Mary Stoner then gave the Director's Report. It's hard to guess statistics right now, due to the library remaining closed. Where we could count individuals may now be counted as families. Jessica and Jennifer continue to post Reading time, Stem activities, etc. through social media. We received checks from the following: Friends of the Library and the Mobile Home Split Tax. Dr. John McConnaughy has been doing a wonderful job getting us caught up to date with our maintenance needs. Debbie Johnson moved to accept the Director's report; Elaine Miskell seconded. The motion carried.

In requests from the Financial Secretary and Library Director, it was moved by Jim Koonce and seconded by Heather Castlebery to move \$1500 from equipment to the maintenance fund. This motion carried. Under other Budget categories, it was needed to move \$5000 from the Books line to the E-Books line. This motion was made by Debbie Johnson and seconded by Sheri Hunter; this motion carried. Our last request by the Financial Secretary was to move \$5000 from the capital funds to contingencies. This was made by a motion from Elaine Miskell; seconded by Sheri Hunter. This motion carried.

Steve Sims gave an update on our library expansion. In a move made by Jim Koonce and seconded by Debbie Johnson, a motion to pay Steve Sims for both Architectural and Consulting fees was made by Jim Koonce and seconded by Debbie Johnson. This check, in the amount of \$10,962.58 is to be taken from the Special Reserve Fund at First Mid-Illinois Bank. The motion carried. Steve Sims stated due to Covid-

19 restrictions we are a bit behind, but he hopes that once the interns return (on May 4) they will be catching up with timelines.

In Committee Reports, Elaine Miskell and Sheri Hunter (Finance Committee) will meet (virtually) in May. The Director's Evaluation will be done by Allison Owen and Debbie Johnson in June. The Public Relations and Homebound Delivery policies were approved by the Board. Jim Koonce made a motion to add these new policies to the library's policy manual. This was seconded by Sheri Hunter.

Our next meeting is scheduled for May 26, 2020. In a move by Jim Koonce and seconded by Heather Castlebery, a motion was made to adjourn. Motion carried. 7:30 pm

Respectfully,

Debbie Johnson, Secretary