

**Catlin Public Library District
Regular Board Meeting
25 August 2021**

The regular board meeting of the Catlin Public Library District was called to order at 7:02 pm. Board members present were Cathy Brogan, Crystal Carter, Sue Colwell, Judith Puzey, Daylon Fugate, Brenda Stultz and Library Director Kathleen Bennett. Meeting was called to order by roll call vote.

Approval of Agenda

A motion was made by Crystal Carter and seconded by Judith Puzey to approve the agenda. Motion carried 6 – 0 by voice vote.

Approval of Consent Agenda

A motion was made by Judith Puzey and seconded by Brenda Stultz to approve the minutes for the July regular meeting, July financial reports, the invoices for August, and statistics for July. Motion carried unanimously by roll call vote.

Librarian's Report

The End of the Summer Reading Program: A small group of kids (10) celebrated at the party in August. Overall, the program was a success and a good transition from last year's virtual only program.

Kathleen has spent most of her time preparing a grant offered through the state of Illinois, which has been allocated 200 million dollars to distribute among three grants from the federal government for Covid relief. Kathleen has applied for the Transforming Spaces grant, which is geared toward improving the space at the library. Items requested in this grant are new computers for staff and patrons, a portable air purifier, ceiling fans for the shade structure, a firewall system for staff and public use computers, and plexiglass shields to go around patron use computers. These requests for upgrades total close to \$15,000. The library should be notified before October 1, 2021, if we are to receive funds.

IPLAR: Kathleen is now working on the Illinois Public Library Annual Report, which is due on September 1, 2021.

Coffee Talk continues and has been going very well and has even drawn people who do not normally come to the library. Paula Simonson has scheduled speakers and topics through September. In October the library will offer a light lunch (donations accepted but not required). This will be outdoors only and there will be sign-up sheets. If the weather looks favorable, Paula will let people know that the Wednesday lunch is a go.

20 Years in this location: 2023 will mark our 20th year in the current location, so Kathleen is beginning to look into options to replace carpeting and to paint the interior.

Shade Project: We are moving ahead slowly. The structure should be delivered 16 to 18 weeks from the original order date and the concrete should be poured within the next 30 days.

Large print Co-op: We are joining with other libraries so that we will have a rotating collection of a mixture of 60 - 65 large print titles which will rotate every 2 months. The cost is \$150 per year which enables us to rotate 360 - 390 large print titles per year.

Checkout statistics

	<u>July 2021</u>
Adult	722
Juvenile	576
Total	1298

	Interlibrary Loan
Borrowing from	283
Loan to	358
Interlibrary Loan Total	641
Reciprocal Borrowing	109
Hoopla circulations	28
Computer Use	35
Attendance	817

Calendar of Events

Farmer's Market: The last night of the Farmer's Market is Thursday, August 26, 2021, weather permitting. Paula will not be attending the event.

Coffee Talk continues through September. This is outdoors only and cancelled if it rains.

Summer Reading Program held the in-person outdoor party on August 16th. Pizza and ice cream was served to 9 kids and 3 adults.

New Business

A motion was made by Judith Puzey and seconded by Daylon Fugate to accept Ordinance No. 2021-3 Budget and Appropriation Ordinance. This ordinance is the amount of money the library will levy for FY 2022-2023. Motion passed 6 - 0 by roll call vote.

Per Capita Grant requirement: Chapter 8, "Serving our public 4.0 summary and action steps" of Standards for Illinois Public Libraries 4.0 was reviewed.

Tentative working Budget for Fiscal Year 2021: This information was reviewed. This did not need to be approved at this time

Old Business

Shade Structure: Excavation will begin in the next 30 days. Kathleen has contacted the electrician to see if he needs to be here for any installation purposes.

Review of Covid Policy: Updated signage will be used to indicate CDC and Illinois Department of Health recommendations as regards social distancing, masking, and use of hand sanitizer.

Adjournment

There being no further business, Crystal Carter motioned, and Judith Puzey seconded to adjourn the meeting. Motion carried. The meeting concluded at 7:32 pm.

The next regular monthly board meeting will be on Wednesday, September 15th, 2021, at 7:00 pm here at the Catlin Public Library.

Respectfully submitted by Sue E. Colwell