

Catlin Public Library District
Regular Board Meeting
16 February 2022

The regular board meeting of the Catlin Public Library District was called to order at 7:02 p.m. Board members present were Cathy Brogan, Sue Colwell, Kathy Nesbitt (by phone), Judith Puzey, Emily Rancuret (by phone), Brenda Stultz and Library Director Kathleen Bennett. Meeting was called to order by roll call vote.

Public Comment: This section is included for any member of the public who attends and would like to make a comment. No member of the public attended this meeting.

Approval of Agenda

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

Calendar of Events

In Case You Get Hit by a Bus online book study: So far, 45 people are signed up to participate. This is the largest adult program for the library to date.

Librarian's Report

Secretary of State notifications of Board resignations and new appointments: Kathleen received a letter from the Secretary of State's office regarding notice of Board members' resignations and the appointment of new Board members. This must be signed by the Secretary of the Board and returned to the Illinois State Librarian and the County Clerk within 60 days of such occurrence.

Levy confirmation: Kathleen reported that our levy confirmation was returned and approved in the amount of \$144,150.00

Live and Learn Construction Grant: The grant application has been finished and submitted with the help of Board member Crystal Carter. If the Grant is approved, we will be notified in April.

Employee Performance Review: Kathleen shared the form used for employee review. Conferences have been held and went very well.

Furnace replacements: Upon inspection, one furnace was condemned as a fire hazard, and so, both furnaces were replaced on February 10, 2022.

Economic Interest Statements: These will be mailed to our home addresses. They must be completed and returned to the library or mailed to the County Clerk's office by April 30, 2022. Information from the U of I will be helpful in explaining the terms.

Checkout statistics

January 2022

Adult	661
Juvenile	174
Total	1041

Interlibrary Loan

Borrowing from	325
Loan to	431
Interlibrary Loan Total	756

Reciprocal Borrowing	71
Hoopla circulations	59
Computer Use	26
Attendance	388
Programs	2

New Business

Masking Policy: In consideration of the most recent announcement from the Governor, a motion was made by Judith Puzey and seconded by Sue Colwell to update the library's guidelines for our masking policy, as follows: "Motion to follow mandates as issued by the State of Illinois. However, when it is necessary to work closely with patrons for a period of time, it is recommended to wear a mask as long as the area still has high transmission rates. The library director can revisit the policy as necessary". Motion carried 6-0 by voice vote.

Benefits Policy: A motion was made by Sue Colwell and seconded by Judith Puzey to amend the current policy for Employee Benefits. Specifically as regards part-time employees after working for one year averaging at least 10 hours/week to be entitled to paid holidays IF the employee is regularly scheduled to work on that day of the week, and all employees to be paid the hours they were scheduled to work IF the library is closed due to natural disaster or emergency reasons. This is retroactive to February 1, 2022. Motion carried unanimously 6 – 0 by roll call vote.

Catlin Public Library Employee Manual: A motion was made by Brenda Stultz and seconded by Judith Puzey to approve the Employee Manual. Motion carried 6 – 0 by roll call vote.

Furnace purchase: A motion was made to approve the purchase of two new furnaces at the cost of \$6,000 from Wright's Heating and Cooling. \$3,000 will be paid out the TORT Fund and \$3,000 from the Building Fund. Motion was made by Judith Puzey and seconded by Emily Rancuret. Motion passed unanimously 6 – 0 by roll call vote.

Per Capita Grant requirement: Chapters 4 - 6 of “Serving our public 4.0 summary and action steps” Standards for Illinois Public Libraries were reviewed. Kathleen pointed out areas needing attention as follows:

Chapter 4 (Access) – The signage for the Library needs to be posted and displayed more clearly

Chapter 5 (Building Infrastructure and Maintenance) – A Capital asset plan needs to be compiled. Also, a monthly checklist, which has been devised, needs to be done regularly.

Chapter 3 (Safety) - A floorplan has been developed and needs to be displayed; an emergency manual and disaster plan needs to be updated and distributed; training for staff in the use of fire extinguishers needs to be done, and the library needs to look into installing panic buttons.

Director Evaluation Form: The forms were distributed at the meeting. They should be completed and returned to Cathy Brogan by March 4th, either by email or by dropping them off at the library in a sealed envelope.

Adjournment

There being no further business, Judith Puzey motioned, and Emily Rancuret seconded to adjourn the meeting. Motion carried 6 – 0 by voice vote. The meeting concluded at 7:22 pm.

The next regular monthly board meeting is scheduled for Wednesday, March 16th, 2022, at 7:00 pm here at the Catlin Public Library.

Respectfully submitted by Sue E. Colwell