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BOARD OF TRUSTEES  
201 S Kankakee St, Wilmington IL 60481**

**Minutes**

**Regular Monthly Meeting  
May 18, 2020  
7:00 PM**

**Roll Call Attendance** Secretary Quigley called roll and a quorum was established. Trustees present: Clennon, Fitzsimmons, Quigley Rezabek, Smith, and Zolecki-Browning. Also present: Director Meachum and Recording Secretary Scheidenberger. Absent: Reigh.

**Call to Order** President Smith called the meeting to order at 7:00 PM.

**Pledge of Allegiance** The Pledge of Allegiance was said.

**Introduction of Visitors and Public Comment** None

**Correction to the Agenda** Remove #4 – Trustee Oath of Office

**Approval of Minutes of Previous Meeting and action thereon** The minutes were approved as presented and will be filed for audit.

**Continued Business** None

**New Business**

- A. Discussion of the FY21 Working Budget Draft.
- B. Director Meachum discussed the COVID measures she recommends for the safe reopening issues and possible recurrence of COVID-19 in the fall. The construction of a small outbuilding to house contactless Smart Lockers, which would allow the library to continue more physical lending services in any future Stay at Home Order, and was designed by Olivieri Bros. gratis. The drawing, prepared and in the packet, met the approval of the City Building inspector and would take 2-3 weeks to build. The City would waive all permits and inspection fees. The largest cost in the project would be the windows, which is also the longest wait and therefore Director Meachum discussed the COVID measures she recommends for the safe reopening, the most urgent of the decisions. The cost for the structure is estimated at just under 25K and would solve not only the issue of any mandated closure but would, in good time, give patrons 24/7 access to picking up any holds. Discussion about additional services, like faxing or printing are also possible in the structure. The structure would house the Smart Lockers, which are able to allow a patron to enter a code and open only their locker. The lockers are selling quickly to larger libraries but the two we are interested in are in stock and if we place the order now we would get them placed on hold and shipped in under a week's notice, as opposed to 6-8 weeks' lead-time. Trustee Quigley made a motion to approve the purchase of the 24/7 Kiosk, not to exceed \$30,000. Second by Fitzsimmons. Motion carried by roll call vote with 6 ayes and 1 absent. Ayes: Clennon, Fitzsimmons, Quigley,

Rezabek, Smith, and Zolecki-Browning. Absent: Reigh. Trustee Quigley made a motion to approve the purchase of Smart Lockers, not to exceed \$15,000. Second by Fitzsimmons. Motion carried by roll call vote with 6 ayes and 1 absent. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. Absent: Reigh.

- C. Director Meachum discussed that the final piece needed is a book sterilizer. This is a UVC autoclave, which allows all our materials to be sterilized in 30 seconds. Removing us from the current 7 day recommended quarantine period. This will also free up the meeting room. The police were approved to purchase a similar model. This machine is also good for sanitizing during the flu season and will take 6-8 weeks to get. Trustee Quigley made a motion to approve the purchase of the ILS Book Sanitizer in the amount of \$4098.00. Second by Fitzsimmons. Motion carried by roll call vote with 6 ayes and 1 absent. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. Absent: Reigh.

**Finance Report** Treasurer Clennon reviewed budget numbers. Discussed and reviewed financial reports for March and April.

**Payment of Bills** Trustee Clennon moved second by Quigley, to pay the March operating expenses in the amount of \$18,978.98 and payroll expenses in the amount of \$30,982.33, and the April operating expenses in the amount of \$23,315.30 and the payroll expenses in the amount of \$30,608.40. Motion carried by roll call vote with 6 ayes and 1 absent. Ayes: Clennon, Fitzsimmons, Quigley, Rezabek, Smith, and Zolecki-Browning. Absent: Reigh.

**Report of the Staff** Director Meachum submitted a written report in the packet.

**Report of Committees** None

**Announcements** None

**Adjournment** President Smith adjourned the meeting at 8:05 PM.