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BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481

Minutes

Policy Committee Meeting
March 15, 2021
6:00 PM

Roll Call Attendance

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

Call to Order

President Smith called the Policy Meeting to order at 6:10 PM.

Policy Review

Communications Policy for Staff, Computer Use, Gifts, Identity Protection, InterLibrary Loan, Laminating, Material Selection, Non-Resident Fee, Operating Policy, Paid Time Off and Comp Time, Poster Printing, Public Comment, Reference, Security Cameras, Unattended Child.

Adjournment

President Smith adjourned the meeting at 6:36 PM.

Regular Monthly Meeting
March 15, 2021
7:00 PM

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

Call to Order - President Smith called the meeting to order at 6:58 PM.

Pledge of Allegiance - The Pledge of Allegiance was said.

Introduction of Visitors and Public Comment – None.

Correction or Additions to the Agenda – Addition – 8 E – Director Evaluation Packets.

Approval of Minutes of Previous Meeting and action thereon - The February minutes were approved as amended.

Continued Business - None.

New Business

- A. Policy Committee Review and Amendments –Communications Policy for Staff, Computer Use, Gifts, InterLibrary Loan, Laminating, Material Selection, Non-Resident Fee, Paid Time Off and Comp Time, Public Comment, and Unattended Child were approved as presented. Identity Protection, Operating Policy, Poster Printing, Reference, and Security Cameras were approved as amended. Motion carried by roll call vote with 5 ayes. Motion to approve/amend by Clennon, second by Zolecki-Browning. Ayes: Clennon, Quigley, Reigh, Smith, and Zolecki-Browning. Absent: Fitzsimmons and Rezabek.
- B. Director Meachum Informed the board of Youth Services manager, Susan Eckhardt's resignation. The Youth Services manager position has been posted on RAILS. Interviews begin this week.
- C. Director Meachum explained the library will be resuming in-person programming. Director Meachum is looking for a larger space to hold more patrons safely for the larger attendance programs. Plans are being discussed at this time.
- D. Job description for Youth Services Programmer was amended.
- E. President Smith distributed the evaluations forms for Director Meachum to each Trustee.

Finance Report - Discussed and approved monthly check totals for February.

Payment of Bills – Trustee Clennon moved, second by Zolecki-Browning, to pay the February operating expenses in the amount of \$17,128.29 and the payroll expenses in the amount of \$30,677.53. Motion carried by roll call vote with 5 ayes. Ayes: Clennon, Quigley, Reigh, Smith, and Zolecki-Browning. Absent: Fitzsimmons and Rezabek.

Report of the Staff - Director Meachum, Adult Services Manager Sandstrom, and Youth Services Manager Eckhardt submitted written reports in the packet.

Correspondence – A letter from Veronica Orr, niece of Alice Ziller, was sent to the Library, along with a donation of \$1000.00 from Alice's estate.

Announcements - None

Adjournment - President Smith adjourned the meeting at 7:56 PM.