



Visit the world @ your library™
BOARD OF TRUSTEES
201 S Kankakee St, Wilmington IL 60481

Minutes

Building and Grounds Committee Meeting
October 18, 2021
6:30 PM

Call to Order

The Building and Grounds meeting was called to order by Trustee Rezabek at 6:30 PM

Director Meachum discussed the winterization of the furnace, the closing of the sprinkler system, the planned Christmas display and the replacement of the interface on the HVAC in the Drop. Upcoming plans include a flooring project in the Foyer, the bathrooms and Meeting Room, as well as wall treatments in the foyer to rebuff sound and to provide bulletin board space. A new water fountain/bottle filler is also planned. She will apply for a LSTA grant.

Adjournment

President Smith adjourned the meeting at 6:45 PM.

Regular Monthly Meeting
October 18, 2021
7:00 PM

Roll Call Attendance

Secretary Quigley called roll. Trustees present Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning. Also Present, Director Meachum. Absent: Reigh

Call to Order-President Smith called the meeting to order at 7:01PM.

Pledge of Allegiance- The Pledge of Allegiance was said.

Introduction of Visitors and Public Comment– Lisa Butler-Circulation Manager, Tammy Watson, Rocio Quesada-Circulation Assistants, Amanda Roge- Programmer. Friend of Amanda Roge.

Correction to the Agenda–None.

Approval of Minutes of Previous Meeting and action thereon- The September minutes were approved as presented.

Audit Report- Joe Martin from Brian Zabel & Associates presented the audit via zoom at 7:05 PM

Continued Business-

- A. Director Meachum repeated for the public the future needs of the Meeting room, Foyer and bathrooms.
- B. Fine Free- Lisa Butler answered some of the Board's questions regarding how fine free will roll out at Wilmington Public Library District including the timeline and impact it will have on the patrons. The remaining visitors expressed support for the process and told instances where this has impacted them directly. Brief discussion about taking the library fine free on all print and audio books proved to be the immediate action all found worthy. A motion was made to approve proposal 1, the removal of fines on all items currently in the .10 cents a day category. We will wipe all back fines and give amnesty to those fines. It will take approximately 6 weeks to accomplish so we plan to be fine free January 1st. Motion made by Rezabek and seconded by Quigley. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning Nays: None Absent: Reigh.
- C. Staff was asked if they had other matter they wished to ask about and they asked questions about applying for tuition reimbursement and were advised the LTA training was able to be approved directly by the director who has funds available for them to do so. All were encouraged to apply.

New Business -

- A. Ordinance 22-4 Levy- The levy draft had no changes at this time but is expected to shift some funds from the Insurance line to the corporate line due to the recommendation from the audit that the fund was larger than needed.
- B. Resolution 22-1 Estimate of Funds Needed-Motion to approve as presented made by Zolecki-Browning and Seconded by Quigley. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning Nays: None Absent: Reigh
- C. Resolution 22-2 Estimate of Revenues by Source- Motion to approve as presented made by Zolecki-Browning and Seconded by Quigley. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning Nays: None Absent: Reigh
- D. Annual Financial Report- Motion made by Zolecki-Browning and Seconded by Quigley made a motion to accept the Audit as presented. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning Nays: None Absent: Reigh. The Annual Financial Report will be submitted to the Comptroller by Zabel & Assoc.
- E. Staff Recognition- Motion was made to approve the annual gift of \$50 gift cards for full time employees and \$25 gift cards for part time employees. Motion made by Quigley, Seconded by Zolecki-Browning. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning. Nays: None. Absent: Reigh.

- F. Per Capita Requirements- The copies of Standards for Serving Our Public were in the packet. Board was asked to independently review the chapters and to bring and areas they felt needed improvement to next meeting for fulfilling the Per Capita requirement.

Finance Report-Discussed and approved monthly check totals for September. No questions regarding any bills.

Payment of Bills-Trustee Clennon moved and was seconded by Zolecki-Browning, to pay the September Operating expenses in the amount of \$31,267.41 and the payroll expenses in the amount of \$34,876.13. Motion carried by roll call vote. Ayes: Smith, Rezabek, Fitzsimmons, Quigley, Clennon, and Zolecki-Browning Absent: Reigh

Report of the Staff- Director Meachum and Youth Services Manager Prendergast submitted written reports in the packet. Director Meachum advised the board of the situation with a patron which required Police assistance. No one was harmed. Patron was Trespassed and is not allowed to return to property although her children may.

Correspondence-Three letters regarding our Grants from the State Library. One "Thank you" letter from Carolyn Coulter for presenting at the PrairieCat User Group Day.

Announcements- Jenny Scheidenberger will remain on medical leave a while longer. Our Intern has completed her Service with us.

Adjournment- President Smith adjourned the meeting at 8:04 PM.