Freeburg Area Library District Board of Trustees

May 26, 2020

**Regular Board Meeting**

called to order at 7:01 pm by President Tracey Drennen-Alexander.

**Note:**

**Because of the “Covid-19 Shelter in Place” restrictions tonight’s meeting is being conducted virtually via Zoom.**

**Roll Call**

;Dora Becker- \_P\_, Mary Blaies \_\_P\_ Tracey Drennen-Alexander- \_P\_, Ron Stellhorn- \_P\_, Norma Wadhams \_\_P\_\_, Shannon Webster \_\_P\_\_, Holly Zipfel \_P\_. \_\_7\_\_Present. \_0\_\_Absent,. Director Kristin Green present.

**Recognition of Visitors and Comments from the Public:**

No visitors

**Moment of Silence**

in memory of Pat Mitchell, long time member of “Friends of The Library” and Allen Searcy, long time patron of the library, was held.

**Minutes from April 28, 2020 Regular Board Meeting**

**were reviewed.**

**Motion made**

by Norma Wadhams to accept the April 28, 2020 minutes as corrected. Seconded by Mary Blaies. Vote; \_7\_ Ayes, \_\_0\_\_Nays. Motion carried.

**Treasurer’s Report:**

The report was reviewed with no additions or corrections. Placed on file for audit.

**Monthly Bills:**

**Motion made**by Dora Becker to approve the payment of all bills totaling, $5,140.65. Seconded by Shannon Webster. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**Director’s and Youth Services Reports**

See attached report by Director Kristin Green.

**Youth Services Report:**

See attached report submitted by Youth Director, Michelle Likert.

**Correspondence**

Letter from Bob Moore, Auditor, informing the library of his retirement.

**Unfinished Business:**

**1. Hotspots:**

**Discussion:**

Kristin reported the Hotspots discussed at April’s meeting were **Out of Stock**and no date/time when they may become available. The board compared the cost between Verizon, Sprint and Mobile Beacon. There are six devices that are still in working condition and we could renew the contract for those six with Mobile Beacon for $850.00 per year. Cost wise Sprint was more affordable than Verizon.

**Motion made**

by Dora Becker to renew the contract with Mobile Beacon for the 6 devices still in good condition for $720.00 per year and to obtain 10 more devices from Sprint at a cost of $3528.00 per year to be paid out of the Per Capita Fund for ¼ the cost and the other ¾ to be paid out of the Bea Fries Estate Fund. Seconded by Shannon Webster. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**2. Financial Management Software Options:**

**Discussion:**

Kristin showed the board a graph with the Financial Management Software options. See Kristin’s graft on file comparing Sage, QuickBooks and Locis; with Locis being the most expensive and QuickBooks more user friendly.

**Motion made**

by Shannon Webster to accept QuickBooks to be paid out of the Audit Fund. Seconded by Mary Blaies. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**3. Reopening Plan. This includes a timeline for expanding past curbside, preventative safety measures and staff salaries.**

**FYI**

Curbside pick-up will begin June 1st. The hours will be Mon-Fri 10am-12pm and 4pm-6pm and Saturday 10am-12pm. Reusable masks have been purchased for all staff members. The reopening plan timeline beyond curbside will be discussed at June meeting after safety screen has been installed. Patrons will be required to wear masks inside the library. Other things to be considered are limiting the number of people in the building at a time, spacing of tables/chairs and opening by appointment only, etc.

**Discussion:**

Salaries for Candace Hancock and Michelle Likert for months of June and July while library is still not fully open because Covid-19. Library under normal circumstances would be open on Wednesdays during summer months.

**Motion made**

by Dora Becker to pay Candace Hancock and Michelle Likert their regular salary as it would have been if not for Covid-19. Seconded by Norma Wadhams. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**Discussion:**

Safety Screens. Freeburg Glass to build temporary screen either Plexiglas or tempered glass, framed in wood. Would wrap around “circulation desk”. Would have six inch openings for books etc and a 3 foot high safety screen above desk. Could be in place by late June.

**Motion made**

Dora Becker made motion to go with Freeburg Glass to build a Safety Screen around Circulation Deck at a cost not to exceed $3,500.00 to be paid out of the Per Capita Fund. Seconded by Mary Blaies. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**New Business:**

**1. Auditor.**

**Discussion:**

Will need to replace our auditor since Bob Moore announced his retirement. Several names were brought up but no one has been contacted to whom might be interested in the position and what their fee might be. More information required before an honest decision can be made. Kristin will do some fact finding and this topic will be placed on the June’s Agenda with no further action taken at this time.

**2. Non-Resident Library Cards FY2020-2021:**

**Discussion:**

Kristin gave the board all the facts needed and since the library has been closed several months there was not much discussion.

**Motion made**

Ron Stellhorn to keep the Non-Resident Library Cards FY2020-2021 at the same price as last year $115.00. Seconded by Norma Wadhams. Roll Call: Dora Becker- \_A\_, Mary Blaies \_A\_\_, Tracey Drennen-Alexander- \_A\_, Ron Stellhorn- \_A\_, Norma Wadhams \_\_A\_\_, Shannon Webster \_\_A\_\_, Holly Zipfel \_A\_. \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**3. Scheduling Finance Committee Meeting to discuss working budget and staff salaries for FY2020-2021.**

**FYI:**

Committee consisting of Dora Becker, Mary Blaies, Tracy Drennen-Alexander, Shannon Webster and Kristin Green will meet June 10th at 6 pm at the library

**Board Questions or Concerns:**

None

Shannon Webster moved to adjourn the meeting at 8:16 p.m. Seconded by Mary Blaies. Vote: \_\_7\_Ayes, \_\_0\_\_ Nays. Motion carried.

**The next board meeting will be at 7:00 p.m. on Tuesday,**

**June 23, 2020 at Library**

**Masks and Social Distancing**

**Hollace Zipfel**

**Secretary**