

Board of Trustees Minutes
October 8, 2020
Graves Hume Public Library

The Board of Trustees of the Graves Hume Public Library met at 7:00 pm. No visitors were present. Board members physically present were Nancy Jackson, Adriana Calamaco, Martha Schmitt, Rick White and Caroline Lewis and Library Director Emily Kofoid.

Ms. Schmitt moved we accept the August board minutes. Seconded by Ms. Calamaco. Motion approved.

Ms. Calamaco moved we approve the August Treasurer's Report. Seconded by Ms. Lewis. Motion approved.

Ms. Calamaco moved we approve the August Check Registry. Seconded by Ms. Jackson. Motion approved.

Correspondence: None

Director's Report:

*Youth Grab n Go crafts are a big hit. We will be continuing these for the time being since we cannot have programs.

*Family activity Pumpkin Decorating Contest has been successful. Looking forward to seeing the decorated pumpkins. Invited the newspaper for picture opportunity.

*Holiday Book Drive with Jennifer Bast (formally Foulk) had great success. Raised \$4500. Books will be used at the Mendota Chamber Christmas.

*Holly Christman is now also working at the front desk along with her other duties of cleaning and outside work.

*First State Bank is converting to a new system. Check signers will either receive a new token in the mail, or you will need to download the new app on your phone.

*Walter Brothers installed a new water fountain. Uses less waste, can easily refill your water bottle. Most importantly, the water tastes better than before!

Committees: None

Old Business:

*Ms. Jackson made a motion to nominate Adriana Calamaco as the Library Board Treasurer. Seconded by Ms. Lewis. Motion approved.

New Business:

Board discussed the two levy options Carrie Echols prepared. Echols reduced the Insurance levy and added to the Social Security and IMRF levy due to the needs of the Library. Option 1 is slightly higher than Option 2. Board will vote in November meeting.

***Board discussed committee placements. Mr. White is on all three committees per guidelines. Building and Grounds committee stays the same with Ms. Schmitt and Ms. Schmidt. Finance committee now consists of Ms. Calamaco and Ms. Lewis. Ms. Jackson and Ms. Abel are both on the Personnel and Policy committee.**

***2020 PerCapita regulations asks that Board and Staff read and discuss "Serving Our Public 4.0" book. Board read and discussed chapters 1-4. Ms. Kofoid will work on surveying the public for input on Library activities – this should be done every five years. Ms. Kofoid is also working on an Administrative Succession Plan since the Library did not have one. This plan is intended to establish procedures and contingencies due to the absence, disability, death, or departure of the Library Director and to facilitate the transition to both interim and long-term leadership.**

***Pam Schmidt spoke about the treasurer's and check registry reports. It was an overview of what to look for, why and how these reports are calculated. Pam uses QuickBooks for her reports except for salaries because QuickBooks does not work well with IMRF. If you see First State Bank on the Check Registry, that is our Visa bills. You can always ask to see what we spent. It was noted that Pam works Thursday nights, if the Board ever has questions about the reports.**

Ms. Jackson moved we adjourn at 7:45 pm. Seconded by Ms. Lewis. Motion approved.

A handwritten signature in cursive script, appearing to read "Emily Kofoid".

Respectfully submitted by Emily Kofoid