

**Board of Trustees Minutes
November 12, 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, Rick White, Caroline Lewis, Lucy Schmidt, Kim Abel and Library Director Emily Kofoid.

Ms Jackson moved we accept the October board minutes. Seconded by Ms Schmidt. Motion approved.

Ms Abel moved we approve the October Treasurer's Report. Seconded by Ms Schmidt. Motion approved.

Ms Abel moved we approve the October Check Registry. Seconded by Ms Schmidt. Motion approved.

Correspondence:

***The library received a \$500 grant from the state for PPE equipment.**

***Jeremy Elston sent a check for \$1000 in memory of his father Mark Elston a former library board member.**

Director's Report:

***Grab and go Craft Kits are available for adults and children.**

***First Saturday in December the library will be involved in the Mendota Christmas down town.**

***We have a new large 'Open' sign and LED sign in window – more easily noticed.**

Director Kofoid has been reviewing documents regarding Covid closures and hopes we will not have to shut down. Board Members expressed support and appreciation for the staff keeping the library open, as we believe it is an essential service.

Committees: None

Old Business:

***Based on the advice of Echols & Associates, Ms Abel moved we adopt Ordinance 11122001 – Option 2 of the tax levy. Seconded by Ms Lewis. Motion Approved**

New Business:

***Illinois Library Association Standards recommend a list of building projects be kept, The Building and Grounds Committee will to that.**

***The board reviewed and discussed Chapters 5-13 of the standards.**

***Discussion of the possibility of cameras being installed outside was discussed – and tabled.**

***Ms Jackson moved we approve the Administrative Succession Plan. Seconded by Ms Lewis. Motion approved**

***Ms Abel moved we adjourn at 7:40 pm. Seconded by Ms Lewis. Motion approved**

Respectfully submitted by Kim Abel

Kim Abel