

## STREATOR PUBLIC LIBRARY

### Board Minutes

July 21, 2020

President Dave Reed called the July meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

Present were board members Jane Farero, Gloria Gubbels, Spencer Lawrence, Ellen Park, Dave Reed, Ellen Vogel, and Gary Wheeler and Library Director Cynthia Maxwell.

Board Members Ed Brozak and Theresa Lukach were absent.

#### SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the June meeting. Motion by Ellen Vogel to accept the minutes as presented. Seconded by Ellen Park. Motion passed by voice vote.

#### FINANCIAL REPORTS

The monthly treasurer's report was presented. Motion by Spencer Lawrence to accept the report as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

No outstanding bills were presented for payment.

Treasurer Spencer Lawrence presented the board with information about bond payments and the anticipated additional income from the increase in the library's tax revenue.

#### CORRESPONDENCE

There was no correspondence presented.

#### LIBRARY DIRECTOR'S REPORT

The boiler has been shut down for the summer.

Staff member Ian Ernst will be leaving. Director Maxwell will be advertising two staff openings at the end of July.

Lights in the adult non-fiction area have been replaced.

Director Maxwell has completed the necessary paperwork for workman's compensation insurance.

Streator Unlimited will have two members cleaning from 8:00 to 9:00 Monday through Friday.

The monthly staff meeting was held on July 17, 2020.

#### PRESIDENT'S REPORT

President Reed asked fellow board members to check their calendars before the August board meeting so a date can be selected for our annual meeting to review our goals for 2020 and set goals and make plans for the future of the library. Suggested dates are September 12<sup>th</sup>, 19<sup>th</sup>, or 26<sup>th</sup>.

#### COMMITTEE REPORTS

Building and Grounds Committee

Committee chairman absent for this meeting.

Finance Committee

The Board was given a copy of the library's reserve funds and how those funds need to be used for the payment of the bonds on the addition.

Fundraising Committee

The committee will be meeting soon to look at fund raising options for 2021.

UNFINISHED BUSINESS

The carpeting is being installed in the future meeting room.

Director Maxwell is to follow up with the library's insurance company to see the status of coverage of the cost of the roof repairs.

Motion by Gary Wheeler to nominate the following individuals as officers of the library board: Dave Reed, President, Ellen Park Vice President, Jane Farero Secretary, and Spencer Lawrence Treasurer. Secended by Gloria Gubbels. Motion passed by voice vote.

NEW BUSINESS

Motion by Spencer Lawrence to authorize up to \$1500 to purchase Plexiglas shields for the charge desk. Secended by Gary Wheeler. Motion passed by voice vote.

The board opted to remain open on Election Day rather than take it as a holiday.

Director Maxwell requested vacation time August 24<sup>th</sup> through August 28<sup>th</sup>. Motion by Jane Farero to grant Director Maxwell vacation time August 24<sup>th</sup> through August 28<sup>th</sup>. Secended by Spencer Lawrence. Motion passed by voice vote.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Jane Wreith Farero  
Board Secretary