

CENTRALIA REGIONAL LIBRARY DISTRICT
OCTOBER 2021
REGULAR BOARD MEETING

DATE: October 20, 2021

TIME: 4:00 p.m.

PLACE OF MEETING: The Centralia Regional Library District Board of Trustees met in the Monken Activity Room at the library in regular session on Wednesday, October 20. The Meeting was called to order at 4:00 p.m. by President Julie Boltz.

MEMBERS PRESENT: Paula Becker, Julie Boltz, Karen Bounds, Todd Glispie, Tracey Starr, Bev Virobik.

MEMBERS ABSENT: None

OTHERS PRESENT: Library personnel: Diana Donahoo, Tammy Wendling, and Rita Lewis
Public: Chaessa Sistek, Vicky Benjamin

TRAINING: Trustees discussed Chapters 5-8 of Serving Our Public 4.0. Items noted as needing attention include: Chapter 5-several building maintenance issues were brought up, with plans being to contact a local firm to help us decide what needs to be done; Chapter 6- whether or not there is a need for Narcan kits, making use of the panic (alarm) buttons, and designated tornado shelter areas in the library; Chapter 7-the need for a diversity audit on library collections.

PUBLIC COMMENT: Chaessa Sistek told the trustees about her internship at the library for her library technician degree at Kaskaskia College.

MINUTES: Virobik made a motion to approve the minutes from the August 18, 2021 meeting. Motion was seconded by Glispie and passed by roll call vote.

TREASURER'S REPORT: Trustees reviewed the August and September reports.

BILLS: Becker made a motion to approve payment of the September bills in the amount of \$44,715.91, with a second from Bounds. Motion passed by roll call vote.

Bounds made a motion to approve the October bills in the amount of \$49,594.84. Motion was seconded by Becker and passed by roll call vote.

REPORT OF MANAGEMENT TEAM: Lewis reported on various activities in the Youth Department including, in-person programs, school visits, putting out more toys in the Discovery Room and the sanitizing process being used, and Lewis' participation in BCMW Awareness Week where a video was made of her reading a book.

REPORT OF THE DIRECTOR: Attached.

Additional:

- BCBS Health Insurance renewal January 1st.
- Donahoo is working with an Ameren Energy Efficiency Team to determine if utility costs can be decreased.
- General discussion of State mask mandate and how it might affect the library.

- Reported on the Friends of Library book sale which was held on October 16 and announced that dues are being collected for 2022.

REPORT OF THE PRESIDENT: None.

COMMITTEE REPORTS:

BUILDING & GROUNDS: Becker gave an update on new trees for the Park.

COMMUNITY RELATIONS & MARKETING: No report.

FINANCE & CONTRIBUTIONS: No report.

LONG RANGE PLANNING: No report.

PERSONNEL & POLICIES: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Vicky Benjamin was appointed to the open trustee position and was sworn in by Becker.

There was a motion by Bounds to approve Property Tax Ordinance #21-004 as presented; seconded by Glispie and passed by roll call vote.

There was discussion on the Illinois Public Library Annual Report (IPLAR); which was submitted online the end of August.

The review and approval of the updated Policy on Officers, Duties of Officers, Committees, Duties of Committees; Circulation Policy; and job descriptions were all tabled until the November meeting.

Virobik left the meeting at 5:10 p.m.

Bounds made a motion, seconded by Starr, to close the Library on Saturday, October 30 due to the parking situation that will be caused by the Children's Halloween costume judging and parade. The motion passed by roll call vote.

With no other business to come before the Board, a motion to adjourn was made by Bounds; seconded by Glispie and approved by acclamation at 5:18 p.m.

Minutes as presented by:

Acting Secretary, Paula Becker

Prepared by: Diana Donahoo, Library Director