

**The Watseka
Public Library
Board**

**did not meet in
January 2020**

Watsеka Public Library Board Meeting
February 24, 2020

*No Meeting December 2019
No Meeting January 2020*

Present: Rose Gilman, Debi Custer, Kris Lundquist, Beth Warren, Kay Johnson, Troy Simpson, Brian Hasbargen, John Tonner

The meeting was called to order by President, Kris Lundquist.

Kay Johnson moved to adopt the agenda. A second was received from Troy Simpson and all present agreed.

Ashley Konwerski, RWK IT Services representative, was present to share their Technology Partnership Proposal for our Watsеka Public Library. Each board member was given a copy of their proposal. RWK IT is a managed service provider. Konwerski explained their plan for the WPL's phones, computers, internet system and internet security/firewall. The initial, one-time cost, to implement the new phone system along with the technology hardware and software for the computers and internet will be \$25,352.07. The proposal includes an additional 3-year service contract at a flat rate of \$1,233 per month. Konwerski explained that with this service contract, RWK provides IT for everything with 24-7 availability. She said that it is a RWK IT company policy to work with their customers to ensure that they understand and are comfortable using the new systems and technology. They will have representatives at the library to teach and explain the new systems. The board discussed the proposal and asked questions which Konwerski answered by sharing her knowledge. The board thanked Ashley Konwerski for coming to the meeting and for her presentation.

The minutes of the November 25, 2019 meeting were presented. Kay Johnson moved to accept the minutes as presented. Her motion received a second from John Tonner and all present agreed to accept the minutes.

Director's Report: Rose Gilman presented the library statistics in the board packets. She included the patron survey results. Gilman was impressed that over 70 surveys were collected and used to assimilate the data. The library will be hosting the Watsеka Area Chamber of Commerce Business After Hours on Wednesday, March 4th, from 5:00 – 7:00 PM. Gilman asked that board members, if available, attend this event. She mentioned that the patrons seem to like the library's new hours. The new hours work well for the patrons riding the Show Bus. Those patrons still wait outside for the bus to pick them up. Because of this, Gilman is considering using some of the memorial funds to purchase an outside bench for the front of the library.

Treasure's Reports: November 2019, December 2019 and January 2020 finance reports were presented for the WPL and FS funds. The board discussed the reports which did not include anything unusual. They will be placed on file for the library's audit review.

Old Business: Director Gilman and the board discussed the phone and IT plans for the library. In addition to the RWK IT proposal, Gilman also requested a plan from Proven IT for phone and technology upgrades for the library. Proven IT would only provide a quote for the phone updates at this time. They said they could add technology and IT services at a later date. RWK IT Services provided a full plan for all of the library's phone and IT requirements. Therefore, Director Gilman recommends that we accept the proposal from RWK IT Services. Beth Warren moved to approve the proposal from RWK IT Service based on the earlier presentation and discussion. Her motion received a second from Brian Hasbargen. All present agreed and the motion passed unanimously. The board went on to briefly

discuss board policies. Beth Warren mentioned that we do not have the approved versions of library policies. Gilman is working on putting the policies together in an electronic version so that everyone has access to the updated policies. She said that the library will need new policies concerning cannabis and animals. The board asked if there was a policy in place that would require board approval for expenditures over a certain amount. It is believed that there is a policy stating that anything costing over \$5,000 needs board approval. Gilman will check for the policy on expenses requiring board approval.

New Business: Director Gilman explained the “Face-Out, Flip-Through Shelving” planned for the children’s section. She included Rosann Miller’s and Ashtyn Barrett’s written thoughts on the proposed shelving in the board packets. Gilman explained that we will be able to get the face-out shelving free by trading some of our current shelving with Glenwood-Lynwood Library. They want to use regular shelving to improve their “Teen Tween” area. There will be a moving and assembly cost of \$6,445.00 that will be split between the two libraries. The WPL portion of this cost is \$3,222.50.

Gilman presented the draft budget for the 2020-2021 fiscal year. Gilman prepared one budget combining the WPL and FS accounts. Included with the draft budget was information on staffing, salary ranges and the organizational structure of the Watseka Public Library. Gilman said she added a new budgeted expense; water, coffee and food for staff. She asked the board to look over the information so that it can be discussed at the March meeting.

Troy Simpson moved to adjourn, a second was made by John Tonner and all present agreed.

The next regularly scheduled meeting will be Monday, March 23, 2020, at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

**The Watseka
Public Library
Board**

**did not meet in
March 2020
due to COVID**

No Meeting March 2020 COVID

DRAFT – TO BE APPROVED MAY 18, 2020

Watseka Public Library Board Meeting April 20, 2020

Present: Rose Gilman, Debi Custer, Kris Lundquist, Kay Johnson, Troy Simpson, Rich Dickte, Brian Hasbargen, Rhonda Pence

The meeting was called to order by President, Kris Lundquist.

Rhonda Pence moved to adopt the agenda. A second was received from Kay Johnson and all present agreed.

The minutes of the Monday, February 4, 2020 meeting were presented. Troy Simpson moved to accept the minutes as presented. A second was received by Rich Dickte and all present agreed to accept the minutes.

Director's Report: Rose Gilman presented the library statistics in the board packets. Rose Gilman stated this was a shorter Director's report and asked if there were any questions. There were no further questions.

Treasure's Reports: February 2020 and March 2020 finance reports were presented for the WPL and FS funds. The board discussed the reports. Rose Gilman stated the biggest expense was RWK IT services and an upcoming Zoobean app which will help with a virtual presence in the near future. Rose Gilman also stated means the FS budget expense lines will fluctuate from what they normally are at this time of the fiscal year. They will be placed on file for the library's audit review.

Old Business: Director Gilman clarified Executive Session was for the purposes of staff budget lines. Board Secretary, Debi Custer will record these minutes. Kay Johnson made a motion to go into executive session and all present agreed. Rose Gilman left the meeting.

No action was taken in executive session. Rose Gilman came back to the meeting after Executive Session. It was discussed staff salaries and staff budget lines would remain the same with the possibility of amendment to these lines at a future date.

New Business: Gilman presented the budget for the 2020-2021 fiscal year. Debi Custer moved to approve the budget as is with the knowledge of freezing salaries and staff the same with the possibility of amending the budget in the future. Brian Hasbargen seconded and all present agreed.

Troy Simpson moved to adjourn, a second was made by Rich Dickte and all present agreed.

The next meeting will be Monday, May 18, 2020, at 5:30 PM due to Monday, May 25, 2020 being Memorial Day.

Respectfully submitted by: Rose Gilman, Library Director

*Executive session minutes submitted to Board of Trustees by Debi Custer, Board Secretary

Watseka Public Library, Executive Session April 20, 2020

The meeting was held online through "Go To Meeting". The purpose of executive session was to discuss the proposal for staff changes regarding employee hours and payroll rates. Library director, Rose Gilman, exited the meeting. The board was unsure if year 1 referred to the 2020-2021 fiscal year and year 2 was for 2021-2022 fiscal year. Gilman was asked to return to the meeting to clarify year 1 and year 2. Director Gilman confirmed that fiscal year 2020-2021 was year 1 and fiscal year 2021-2022 was year 2. Gilman exited the meeting. Debi Custer opened the discussing saying that she did not think that this was not the correct time to cut staff hours. She also mentioned that some the current staff's age may impact their own decision on returning to work when the quarantine is lifted. The board discussed the staff proposal and agreed that this was not the correct time to cut hours. Rhonda Pence recommended that the board freeze staff hours and salary at this time. The board discussed how this would impact the 2020-2021 draft budget. The budget could be amended to adjust salary changes at a later meeting if necessary. Rich Dickte moved to keep the staff hours and salary the same as fiscal year 2019-2020 making no changes at this time. The motion received a second from Troy Simpson and all approved. Executive session ended.

Waukega Public Library Board Meeting May 18, 2020

Present: Rose Gilman, Debi Custer, Kris Lundquist, Kay Johnson, Troy Simpson, Rich Dickte, Rhonda Pence, Beth Warren

The meeting was called to order by President, Kris Lundquist.

Troy Simpson moved to adopt the agenda. A second was received from Kay Johnson and all present agreed.

The minutes of the Monday, April 20, 2020 meeting were presented. Beth Warren needed to be added as present. February 4, 2020 needed to be corrected to February 24, 2020. Rhonda Pence moved to accept the minutes as with corrections. A second was received by Kay Johnson and all present agreed to accept the minutes with corrections.

Director's Report: Rose Gilman presented the library statistics in the board packets. Rose Gilman stated virtual statistics will be given. ZooBean and Tumblebooks was discussed. Staff training on Google Suite was described. Sexual Harassment training will be provided by ISAS for free.

Treasurer's Reports: April 2020 and April 2020 finance reports were presented for the WPL and FS funds. The board discussed the reports. Rose Gilman explained extra licensing cost for software and provided clarification on the RWK checks. The library ended the fiscal year about \$45,000 in the positive. They will be placed on file for the library's audit review.

New Business:

Gilman presented and update on curbside services.

Gilman discussed the possibility of reopening the library in late June or early July.

Debi Custer moved to approve the board meeting dates as discussed with the understanding that the Board may need to have a Special Meeting in December or January if something comes up. Troy Simpson seconded and all present agreed.

Rich Dickte moved to approve the Non Resident Fee for FY 2021. Troy Simpson seconded and all present agreed.

Troy Simpson moved to approve temporary Summer Reading library cards. Rhonda Pence seconded and all present agreed.

Board vacancies in July were discussed. John Tonner and Rich Dickte are outgoing. A new treasurer will be selected at the June 2020 board meeting.

Kay Johnson moved to adjourn, a second was made by Debi Custer and all present agreed.

The next meeting will be Monday, June 22, 2020 at 5:30 PM.

Respectfully submitted by: Rose Gilman, Library Director

Watseka Public Library Board Meeting June 22, 2020

Present: Rose Gilman, Debi Custer, Kris Lundquist, Kay Johnson, Troy Simpson, Rich Dickte, Rhonda Pence, Beth Warren, Brian Hasbargen

The meeting was called to order by President, Kris Lundquist.

Troy Simpson moved to adopt the agenda. A second was received from Kay Johnson and all present agreed.

New Business: Carmie Spenn, Library Bookkeeper, discussed and described library financial reports for ½ hour. The Board of Trustees agreed more detail is better. Next month the agreed upon financial reports will be presented.

The minutes of the Monday, May 18, 2020 meeting were presented. Addition to state April 2020 WPL and April 2020 Frank Smith financial reports. Rhonda Pence moved to accept the minutes as with corrections. A second was received by Kay Johnson and all present agreed to accept the minutes with corrections.

Director's Report: Rose Gilman presented the library informational items for the month. Staff scheduling was briefly discussed.

Treasurer's Reports: May 2020 WPL and Frank Smith combined finance reports were presented. The board discussed the reports. The financials were placed on file for the library's audit review.

Old Business: Library trustees discussed possible names to contact for trustee vacancies in July. At July's meeting a treasurer will be appointed.

Troy Simpson moved to adjourn, a second was made by Rich Dickte and all present agreed.

The next meeting will be Monday, July 27, 2020 at 5:30 PM.

Respectfully Submitted, Rose Gilman, Library Director

Watseka Public Library Board Meeting
July 27, 2020

Present: Kay Johnson, Troy Simpson, Kris Lundquist, Rhonda Pence, Beth Warren, Debi Custer, Rose Gilman, Brian Hasbargen

The meeting was called to order at 5:30 PM by President, Kris Lundquist.

Troy Simpson moved to adopt the agenda. A second was received from Rhonda Pence and all present agreed.

The minutes of the June 22, 2020 meeting were presented. Rhonda Pence moved to accept the minutes with one correction; Debi Custer was not present at the June 22nd meeting. Her motion received a second from Beth Warren and all present agreed to accept the minutes.

Director's Report: Rose Gilman reported that the library received the Per Capita Grant. The amount received was lower than past years. Gilman is researching other grants available to libraries that could provide needed funding for the Watseka Public Library. Kay Johnson asked if the library was still accepting book donations from the public. Gilman replied that they have not accepted donations since February 2020. The library has set September 2020 as a tentative date to begin accepting donated books and a possible date for The Friends of the Library Book Sale. Gilman added that the library has started using Baker and Taylor for used book recycling. Troy Simpson requested further clarification of the Mediacom problem. Gilman explained that Mediacom is still providing internet service. They did waive the \$3,000 cancellation fee for the old service since the library agreed to a new 3-year contract. She added that the library will drop AT&T internet services since they were only used as a backup. Rhonda Pence had questions about staff time sheets. All employees now complete time sheets on the computer through Google Docs. The time sheets are no longer in a shared physical binder. Once the staff time sheet has been completed it is sent to Carmie Spenn and saved in a designated folder. Then a new time sheet is provided for employees to complete for the current pay period. The board mentioned that they appreciated the minutes from the staff meetings which were included in the board packets.

Treasure's Reports: The finance reports were presented and discussed. Several CDs are maturing. The library's bookkeeper, Carmie Spenn, will take over the duties of checking interest rates and renewing the CD's. Rhonda Pence asked about the Amazon Capital expense on the June reports. Rose Gilman stated that it was probably a book expense. She has found that ordering books from Amazon is sometimes less expensive and quicker than ordering from Baker and Taylor. She also mentioned that children's books seem to cost less through Baker and Taylor, but adult books are less through Amazon. The library does have an Amazon Prime account. They have also used it to purchase supplies that have not been available locally due to COVID 19. The finance reports will be placed on file for the library's audit review.

Old Business: Two board member, John Tonner and Rich Dickte, have resigned. After discussion, it was decided to purchase books in their honor for serving on the board. The library still has memorial money to spend. Gilman stated that she is new to the Watseka area and does not know the persons memorialized. She decided that longtime Watseka residents and employees, Carmie Spenn, Marilyn Smith and Rosann Miller will work together to purchase items for the library with the memorial funds. The board continued by discussing possible candidates for the two board openings. Troy Simpson moved to offer the positions to Wayne Lehmann and Karen Sutfin. Kay Johnson seconded his motion and all present voted yes. Director Gilman will contact them both to ask if they would be willing to

serve on the Watseka Public Library Board. The new organizational chart for the WPL was included in the board packet. Gilman explained that the job descriptions have not changed but that the new chart is more lateral. The board proceeded to the staff evaluations and proposed pay scale included in the board packets. The board discussed merit verses equal pay increases. Kay Johnson moved to accept the proposed merit-based pay increases as presented; 4 employees at a 2% increase, 5 employees at a 1.5% increase and 1 employee at a 0% increase. Brian Hasbargen seconded the motion. All present agreed to the merit-based payroll increases.

New Business: The air conditioner system in the children's wing is not cooling adequately. Gilman presented bids from C&C Plumbing and Heating and from Weber's for replacing the system. The board discussed the pros and cons of both companies and their bids. Troy Simpson moved to accept the bid from C&C Plumbing and Heating. The motion received a second from Rhonda Pence and all present voted in agreement. The next item on the agenda was the election of officers and the appointment of treasurer. Kay Johnson moved that Kris Lundquist continue as president, Troy Simpson as vice-president, Rhonda Pence as treasurer, and Debi Custer as secretary. Beth Warren seconded the motion and all present agreed verbally.

Rhonda Pence moved that the board enter executive session to discuss the director's evaluation and salary, Troy Simpson seconded the motion and the remaining board members agreed. Rose Gilman exited the meeting. Troy Simpson moved to exit executive session. His motion was seconded by Rhonda Pence. All present agreed to exit executive session.

Kay Johnson moved to adjourn, a second was made by Brian Hasbargen and all present agreed.

The next regularly scheduled meeting will be Monday, August 24, 2020, at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
August 24, 2020

Present: Kris Lundquist, Kay Johnson, Debi Custer, Rose Gilman, Beth Warren, Rhonda Pence, Brian Hasbargen

The meeting was called to order at 5:30 PM by President, Kris Lundquist.

Kay Johnson moved to adopt the agenda. A second was received from Brian Hasbargen and all present verbally agreed.

The minutes of the July 27, 2020 meeting were presented. One spelling error was noted; "Treasurer's Report" was missing the 3rd "r" in treasurer. Kay Johnson moved to accept the minutes with the spelling correction noted. Her motion received a second from Rhonda Pence and all present agreed to accept the minutes.

Director's Report: Rose Gilman included the director's report with the board packets. She noted that circulation numbers for July 2020 was just slightly less than July 2019. Gilman said these numbers show the library is doing great despite COVID19. She also mentioned that the Newsletter will be mailed next week. It has a new informational format. Gilman included a copy with the board packets. The staff is happy with their salary increases and all employee evaluations have been completed. C&C Plumbing installed the new AC unit for the children's wing. The installation took one day. It is a wonderful improvement in that area. The board members had no questions for Director Gilman regarding her report.

Treasurer's Reports: The July 2020 financial reports were presented. Gilman stated that overall expenses (combined FS & WPL) are at 29% of the budget. This is only 4% over budget and is due to the technology project. She also noted that the WPL portion of the budgeted expenses are at 23%. Rhonda Pence asked about the tax levy income. Gilman said that the library received a \$90,126 tax payment. There is one certificate of deposit maturing at Iroquois Federal. Carmie Spenn will call Monday for rates and renew the CD. Gilman was praised for promoting local business by purchasing trivia prizes in town. Carmie Spenn included a letter of explanation concerning the internet expense stating that it will be a FS account. There were no further questions or comments. The financial reports will be put on file for the library's audit review.

Old Business: There were 2 trustee vacancies to be filled and 2 candidates were selected at the July meeting. Wayne Lehmann accepted the position and Karen Sutfin declined. Therefore, the library still needs to fill one vacancy. Rhonda Pence moved to contact 3 possible candidates in this order: Sally Parmenter, Paul Corzine, Lisa Corzine. Kay Johnson seconded the motion and all present voted yes. Rhonda Pence asked if there was a manual or training for new trustees. Research will be done to find available resources.

New Business: Director Gilman shared with the board chapters 1 and 2 of *Standards for Illinois Public Libraries "Serving Our Public"*. This was provided for the board to review. In other new business, Gilman brought up fees for non-residents. She proposed to keep the non-resident fee for renters of 15% of their rent or a minimum of \$50.00. There was board discussion. Beth Warren moved to maintain the non-resident fee for renters at 15% of their rent or a minimum of \$50.00. A second was received from Debi Custer and all present agreed. Gilman presented a Strategic Plan Brainstorming for the library. She continued by explaining that this is a 3-year process. The first year would be for planning, the

second year for implementing, and the third year for evaluating. She explained the diagram. The strategy or goals on the outside of the diagram should all lend support to the vision and mission statement. Gilman has given the same information to the staff and asked that they look it over and return ideas to her by September 11. She asked the board to help also and would like their strategic plan input by the next board meeting on September 28.

Rhonda Pence moved to adjourn the meeting and a second was made by Beth Warren. All present agreed to adjourn.

The next regularly scheduled meeting will be Monday, September 28, 2020, at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

Watseka Public Library Board Meeting
September 28, 2020

Present: Beth Warren, Debi Custer, Kay Johnson, Kris Lundquist, Lesa Corzine, Rhonda Pence, Troy Simpson, Wayne Lehmann, Rose Gilman

The meeting was called to order at 5:30 PM by President, Kris Lundquist.

Beth Warren moved to adopt the agenda. A second was received from Kay Johnson and all present verbally agreed.

The minutes of the August 24, 2020 meeting were presented. One typing error was noted; "Under new business, 15% should read 15%. Troy Simpson moved to accept the minutes with the typing correction noted. His motion received a second from Rhonda Pence and all present agreed to accept the minutes.

The 2 new board members, Wayne Lehmann and Lesa Corzine, were welcomed.

Director's Report: Director Rose Gilman included her director's report and the library trends and statistics in the board packets. She pointed out that this is the second month in a row that our library circulation stats have increased. Gilman also mentioned the staff is learning to scan a document from the copier to an email or a flash drive. She feels this is an important skill for the staff since many patrons are requesting assistance with this task. Gilman requested that the board okay the purchase of Fire Tablets for all staff. The cost is currently \$50.00 per tablet but they are expected to go on sale for significantly less by mid-October. Learning to work with the Fire Tablet is another skill that the staff will be able to share with patrons. Troy Simpson suggested that Rose Gilman purchase 10 tablets so that there is an extra. The extra could be given to a new hire or used if a tablet develops problems. The board agreed to Gilman's request. She will watch for the tablet sale and purchase 10 for the library staff.

Treasurer's Reports: The financial reports were presented to the board. The reports were briefly explained for the new members. If they have any questions, they were instructed to ask any board member or Director Gilman for a more detailed explanation. There were no questions or comments. The reports will be put on file for the library's audit review.

Old Business: The 2 board vacancies have been filled by Wayne Lehmann and Lesa Corzine. They will officially be appointed at the City of Watseka's October board meeting. They will be sworn in at the WPL's October board meeting. Gilman is asking the board for approval of 4 additional days the library will be closed for business. November 3, 2020 is election day. It was decided that libraries fall under the state mandate for closure of business on that date. In addition, the staff requested these dates as being closed for business; November 27, December 26, and January 2, 2021. These dates all follow a holiday. Many of the staff also have travel plans for the holidays. Gilman stated that all these dates have been historically slow days at the library. Rhonda Pence moved to approve closure of the Watseka Public Library on the 4 dates: November 3, 2020, November 27, 2020, December 26, 2020, and January 2, 2021. Her motion received a second from Troy Simpson and all present verbally agreed. The meeting proceeded with staffing updates. Ashtyn Barrett resigned. Gilman suggested two options. The first is to hire a new employee at 11.5 hours. However due to the mandated minimum wage increases, Gilman suggested another option. Instead of hiring a new employee, Gilman would like Rosann Miller and herself to share the extra duties involved in this position. This would be a cost savings to the library. Gilman would like to use this savings to increase Velanne Gocken's hourly wage to \$13.00 per

hour and Darcy Wallace to \$18.00 per hour. She mentioned that both are very competent in their jobs and often go above and beyond expectations. The remaining staff would receive the wage increases suggested in the #5 scenario which was included in the board packets. The board agreed and the new wages will be effective with the next payroll. The Strategic/Long Range Plan is tabled and will be revisited later.

New Business: Director Gilman shared “Serving Our Public”, chapters 3-6 with her notes and suggestions for the board’s review. Gilman requested the board update their personal information and email addresses. A paper copy was shared, and all board members updated their information. The board received a copy of the Personnel Policy for Employees.

Kay Johnson moved to adjourn the meeting and a second was made by Beth Warren. All present agreed to adjourn.

The next regularly scheduled meeting will be Monday, October 26, 2020, at 5:30 PM

Respectfully submitted by: Debi Custer, Recording Secretary

**The Watseka
Public Library
Board**

**did not meet in
October 2020
due to lack of
quorum**

Watsেকa Public Library Board Meeting
November 23, 2020

Present: Rose Gilman, Lesa Corzine, Wayne Lehmann, Brian Hasbargen, Rhonda Pence, Beth Warren, Kay Johnson, Troy Simpson, Debi Custer

The meeting was called to order at 5:30 PM by Vice President, Troy Simpson.

Rhonda Pence moved to adopt the agenda. A second was received from Kay Johnson and all present verbally agreed.

The minutes of the September 28, 2020 meeting were presented. Kay Johnson moved to accept the minutes as presented. Her motion received a second from Lesa Corzine and all present agreed to accept the minutes.

Director's Report: Director Rose Gilman included her director's report and the library statistics in the board packets. She informed the board that the outside sign lights are not working. She said that Doug Custer checked the sign and found that the bulbs were burnt out. The bulbs have been ordered by Plumb Mart. They are a special order as they are no longer made. Gilman said that the library may have to look at other sign lighting options in the future. Thankfully, the sign is not the only way to keep patrons informed. Many patrons are using social media to keep updated on library information. The memorial funds for Marilyn Stanton were used to order a memorial bench for the front of the library. Gilman mentioned that the library is working with Unit 9 to pursue children's mental health activities at the library and in the community. They have already had one meeting with the Unit 9 superintendent, Dr. David Andriano, and local counselors. A community garden was one of their ideas. They plan to expand on all the ideas presented and look for additional partnerships in the community. Gilman went on to share that even with the new COVID restrictions the library will continue to provide full service but in a different way. Patrons may enter the library by appointment. The library is also offering curbside and front door pickups along with home delivery.

Treasurer's Reports: The financial reports were presented to the board. The current mid fiscal year expenses are at 52% of the budget. The 2% over budget is mostly due to staff payroll expenses. Also contributing to the overage is extra maintenance due to COVID. The staff Kendalls were also purchased during this period. Gilman reported that all the staff were excited to receive their own Kendall. They are now able to teach and share how to use the devices with patrons. Gilman said that the staff wrote thank you notes to the board for the Kendalls. The library's vacuum cleaner stopped working and a new commercial one costing \$300 has been ordered. Wayne Lehmann asked how the budget was created and if the center column on the reports is the yearly budget. Troy explained that the center column on the financial reports shows the current budget. Gilman said that she and Carmie Spenn work together to create the new fiscal budget. The process starts at the beginning of the calendar year since the budget fiscal budget runs from May 1 – April 30. There were no other questions or comments. The reports will be put on file for the library's audit review.

Old Business: Director Gilman said that she and the staff worked together on the "Strategic/Long Range Plan" for the library. In the past, the staff has not been involved in this planning process. Troy Simpson asked if there was anything that surprised her while working on the report. Gilman stated that nothing "jumped out" but she felt that there had been some gaps with communication because of some of the staff responses. She said that the staff thought technology was important. This was unexpected since they have balked at learning new technology. Kay Johnson commented that she would like to see

the library blossom and reach out into the community. She would like to see the future filled with library activities. Simpson liked that the “Strategic/Long Range Plan” included goals and planning. He said this would make it easier to look back and make sure the library is meeting their goals. Simpson asked if the designated smoking area in front of the library could be moved further away and was told that it can be moved. This will become necessary as the library utilizes more outdoor space.

New Business: Rose Gilman included the revisions for “Serving Our Public” chapters 7-13 in the board packets. These are the final chapters, and the review is now complete. Gilman asked if the board had any questions. Kay Johnson asked if this report is forwarded to the state. Gilman explained that it is used for the per Capita Grant. The grant application must only state that the board reviewed the document.

Rhonda Pence asked about the florescent pink and yellow flyers in the board packets. One says, “For Patrons Without Computer Access” and the other says “For Patrons With Computer Access”. Gilman said that she included them to make the board aware of policies during the new COVID restrictions. She wants the board to help spread the news included in the flyers. Troy Simpson asked if virtual programming is being used at the library. Gilman responded that since Ashtyn resigned the library lost the only staff member who was doing virtual programming. Gilman continued by sharing new programming that is somewhat virtual. “Window Shopping” promotes books using the book jackets. “I Spy” is geared toward youth with prizes for participants.

Rhonda Pence moved to adjourn the meeting and a second was made by Brian Hasbargen. All present agreed to adjourn.

The next regularly scheduled meeting will be Monday, February 22, 2021 at 5:30 PM

Respectfully submitted by Debi Custer, Recording Secretary

**The Watseka
Public Library
Board**

**did not meet in
December 2020**