

# Bethalto Public Library District Board Meeting

May 13, 2021

*This meeting was held both in person and via Zoom.  
The public was alerted to the Zoom meeting option on our Library's website.  
The Zoom meeting was added due to COVID-19 social distancing standards set in place by Governor Pritzker.*

The meeting was called to order by Shana Wright at 7:10pm.

Oath of Office for new Trustees Ruby Bryan and Kristy Walker

Present: Ruby Bryan, Trish Stemmley, Kristy Walker, Shana Wright  
Absent: Felicia Kohlberg  
Also present: Mary Brewster – Director

Motion 1: It was moved by Stemmley and seconded by Wright that the minutes of the meeting of April 8, 2021 be approved as written.

Ayes: Bryan, Stemmley, Wright  
Nays: none  
Absent: Kohlberg  
Abstain: Walker

Motion 2: It was moved by Walker and seconded by Bryan that bills in the amount of \$28,518.75 be paid.

Ayes: Bryan, Stemmley, Walker, Wright  
Nays: none  
Absent: Kohlberg

## REPORTS

The Financial report was presented by Mary Brewster, Director.  
The Librarian's report was presented by Mary Brewster. (See File)

## COMMUNICATIONS

## COMMITTEES

## UNFINISHED BUSINESS

## NEW BUSINESS

Discussed how we will advertise for appointed positions on the board. Form an ad hoc committee.

Patricia Stemmley and Felicia Kohlberg will both be signers for checks.

New Officers: President – Shana Wright  
Vice President – Patricia Stemmley  
Secretary – Ruby Bryan  
Treasurer – Felicia Kohlberg

Committees: Budget – Felicia Kohlberg, Kristy Walker  
Building – Patricia Stemmley, Shana Wright  
Personnel – Ruby Bryan, Kristy Walker

Motion 3: It was moved by Stemmley and seconded by Wright to follow Bridge Phase of the Coronavirus (COVID-19) Pandemic response as written in the Director's Report #11. A. and B.

Ayes: Bryan, Stemmley, Walker, Wright  
Nays: none  
Absent: Kohlberg

Motion 4: It was moved by Bryan and seconded by Stemmley to participate in the non-resident library card program in FY22, using the tax bill method to determine the fee.

Ayes: Bryan, Stemmley, Walker, Wright  
Nays: none  
Absent: Kohlberg

Motion 5: It was moved to adjourn at 9:07pm.  
Passed with all ayes.

## Correspondence

- Thank you card from the Mackeldens for the gift card gift basket.
- Illinois Library Association legislative update from April 29, 2021 – SB2232 codifies an increase in per capita grants for school and public libraries in statute; it passed the Senate and is now in the House. Increases from \$1.25 per capita to \$1.475 per capita.
- The Illinois Library Association is offering one more Trustee workshop this Spring at \$15 each:
  - ✓ May 15, 2021 – 9:00am to Noon – Boot Camp for Trustees – includes Finance 101, Up Next: Ensuring a Leadership Pipeline with Succession Planning, and Forging Strong Relationships Between Library Trustees and Directors
- Preliminary notice of the IMRF employer's contribution rate for calendar year 2022 – 7.97%.
  - ✓ 2020 = 9.38%
  - ✓ 2021 = 9.47%.

## Informational Webinar

- From an IMRF Rate Webinar held on May, 4, 2021:
  - ✓ 2020 was a wild ride for IMRF investments - \$44 billion dropped to \$38 billion in the first quarter, then increased over the next three quarters to \$49.9 billion
  - ✓ 94.1% funded in 2020, the highest over the last 10 years
  - ✓ Every dollar paid to IMRF retirees comes from three sources:
    - 11¢ from Members (4.5% of employee's pay)
    - 23¢ from Employers (varies – currently 9.47% of payroll)
    - 66¢ from IMRF investment earnings
  - ✓ Average employer contribution rate in 2022 will be the lowest since 2005
  - ✓ In the industry, the rate of return has been slightly declining over time and IMRF anticipates this continuing. They lowered their assumed rate of return from 7.5% to 7.25%
  - ✓ IMRF assumes pay rate growth of 2.75%
  - ✓ Three common reasons why the employer's rate increases (the smaller the employer, the greater the variation)
    - Reduce the size of our workforce
    - Vested members terminate employment but leave their contributions in IMRF – eventually they will receive benefits so our fund needs to be ready
    - An employee retires – payments are being made

## Director's Report

1. IHLS/SHARE announced the end of item quarantine periods on Tuesday, April 13, 2021 in light of a recent update from the Centers for Disease Control and Prevention regarding the transmission of fomites on physical surfaces. Our library followed suit, ending our in-library quarantines and once again allowing use of the indoor book return.
2. Renewed the annual preventative maintenance program with GRP|Wegman for the HVAC systems (\$1,126.00). They started our Spring maintenance on the unit at the Little House, but then discovered that the hose pipe was broken and spraying water inside the basement while they cleaned the unit. I requested that GRP|Wegman do plumbing repairs to this pipe which they finished the next day. They still need to finish the Spring maintenance work at the Library building.
3. A local person contacted us for community service hours in April. We offered hours doing weeding, spreading out the dirt pile in the empty lot, and mulching the flowerbeds, which this young man was able to do. This potentially saved us up to \$800.
4. In April, one staff member received an order to isolate from Madison County Health Department. This affected three work shifts, for which we paid the staff member.
5. Collection maintenance weeding this month was completed in the Romance books, Movies (DVDs and Blu Rays), and Board books.
6. The Spring into Reading Challenge continued in April, with 52 total participants. On May 4<sup>th</sup>, three patron names were drawn for the final prizes – \$40 gift cards (Ace Hardware, Amazon, QT).
7. Assistant Director Paula designed yard signs and magnets to advertise the extended free Wi-Fi service to our patrons as part of the Digital Network Access grant.
8. A Used Book Sale is scheduled for June 19, 2021. We are changing the afternoon bulk sale from by the bag to \$1.00 per foot of stacked items. *(see enclosed)*
9. The Summer Reading Challenge has been planned. Assistant Director Paula and I are still working with other staff members on the craft and messy hands activities and possible movie nights for the summer. A flyer for the "Reading Colors Your World!" summer program has been distributed through the Bethalto public schools. *(see enclosed)*
10. The entire materials budget will not be spent this year. This is mainly due to two factors – my time off for surgery/recovery and lower usage and requests due to COVID-19 closures and restrictions.

### Spending still happening in FY21:

- Regular orders of newly published books
- Patron suggested titles
- Wonderbooks by Playaway – these are picture books with a digital read-aloud device inside the front cover (\$999)
- Items to begin a "Library of Things" collection, purchasing items beyond games for patrons to checkout and share as a community – some ideas include:
  - ✓ Outdoor games – Spike Battle, Bottle Strike, Washers *(already own)*

- ✓ Kids items – cars with road, train set, barn (*already own*)
- ✓ Shaped popsicle molds
- ✓ Cookie cutter sets
- ✓ Inflatable outdoor movie screen
- ✓ Projector with stand
- ✓ Inflatable mattress
- ✓ Metal detector
- ✓ Happy Birthday yard inflatable
- ✓ Paper shredder

Goals for the FY22 materials budget:

- To continue to meet patron's needs and requests for reading material, including with multiple copies where hold numbers call for this (5+ holds)
- To work intensively with the nonfiction collections to update nonfiction materials for all ages, focusing on one Dewey 100's range each month
- To investigate standing order plans for large print and children's series
- To expand the Library of Things collection, paying attention to suggestions from patrons

11. Governor Pritzker announced Illinois will move to the Bridge Phase of the Coronavirus (COVID-19) Pandemic response on Friday, May 14, 2021.

A. Recommended changes at our library, effective Friday, May 14<sup>th</sup>

- 1) Unlock the entry doors
  - a) No doorbell
  - b) Allow access from both main and back doors
- 2) Increase time in building from 30 to 60 minutes
- 3) Increase patron computer time from 30 to 60 minutes per day
  - a) Set up a third patron computer
  - b) Two sit-down computers in nonfiction room allow 60 minute sessions
  - c) One stand-up computer in fiction S-Z area allows 20 minute sessions
- 4) Add limited tables and seating
  - a) Great Room – 1 table with 1 chair, 1 upholstered chair by window with side table
  - b) Nonfiction room – 1 upholstered chair by window with side table
  - c) Fiction room – 1 table with 1 chair in fiction H-M area
  - d) Kids level – 1 child table with 2 chairs by Favorite Character books, 1 table with 2 chairs by Lift
- 5) Add used book sale items to shelves in front lobby to start up the ongoing book sale again (remove used book sale from Great Room in preparation for the June 19<sup>th</sup> big book sale)
- 6) Outdoor programming with masks required when participants are unable to social distance from members outside of their household (especially programs with children present as they are unable to receive vaccinations at this time)

B. Some things should remain the same

- 1) Masks required to enter building
- 2) Social distancing while in building
- 3) Plexiglass barriers remain at circulation desks
- 4) Hand sanitizer floor stations remain in building
- 5) Water fountains remain unavailable
- 6) Curbside Service still offered for all patrons