

April 21, 2020

The Board of Trustees of the Schmaling Memorial Public Library met via ZOOM on Tuesday, April 21, 2020. President, Teresa Ray, called the meeting to order at 5:03 p.m.

Members present included Teresa Ray, Nancy Countryman, Sandy Hamilton, Kathy Quick, Sarah Brubaker, Paula Ensinger, and Jodie Dornbush. Librarian, Britni Hartman, was also in attendance from her office in the library.

The meeting opened with the opportunity for community members to comment on any library related topics. No comments were forthcoming.

Nancy noticed one error in the March 16, 2020, minutes. Jodie motioned to approve the minutes with one correction. The motion was passed with a vote of all ayes.

Nancy motioned to approve payment of bills from the past month. A roll call vote was taken with unanimous approval.

LIBRARIAN'S REPORT

1. Circulation was significantly lower in March, 2020, as compared to the previous year. This is attributed to the COVID-19 pandemic and the Shelter at Home edict.
2. Staff has been working at home with 45 cumulative hours of webinar study having been accomplished.
Gwen has been working on a web course dealing with Interactive Storytimes and early literacy. She has also developed a Reading Challenge for kids available on the library's website.
The website has been migrated to the new host and is now working well.
Several digital library cards have been issued. She has also shared eRead Illinois information with several people.
3. Britni provided a lengthy list of new resources which have been added to or linked on the library's website.
4. A basic outline of precautions to be taken when the library is allowed to reopen was presented. The possibility of curbside service and delivery was discussed. Britni will check into insurance liabilities involved with delivery. Kathy motioned to allow limited curbside and delivery services upon reopening. A roll call vote was taken and passed with all ayes.
Possible options for Summer Reading Program were presented. Since no funds were solicited some revisions may need to be implemented.
5. Britni presented a Fine Forgiveness Program which would allow patrons to return any and all library materials returned in good condition be allowed to be returned fine free

through the end of June. Fines owed in July and August could possibly help offset Summer Reading Program costs or be donated to a local charity. Sandy moved to approve the fine forgiveness program as outlined. A unanimous roll call vote approved the motion.

6. In an attempt to limit library traffic, Britni suggested extending checkout periods to 4 weeks and allowing 5 DVDs to be checked out. Sarah motioned to approve this proposal. The motion passed unanimously.
7. The Board was informed about the possibility of offering library cards to non-residents with no fees required. None have been requested but the state has relaxed guidelines to allow this to be offered through the end of May. Nancy motioned to approve the proposal. A roll call vote was taken and the motion passed with all ayes.

In addition to Britni's report, Teresa inquired about the possibility of reading a book a day on Facebook or other social media. Britni informed us that Gwen has been working on this and that there are copyright limitations involved.

COMMITTEE REPORTS

Building and Grounds – no report

Finance – Nancy informed us that financial reports have been delayed and will be sent as soon as she gets them.

Library – no report

MISCELLANEOUS

Board members are reminded that Statement of Economic Interest is due May 1.

The next regular meeting will be held on Tuesday, May 19, 2020, at 5 p.m. Dependent upon State mandates we will meet via ZOOM if necessary.

Nancy motioned to adjourn. The motion passed with all ayes.

Respectfully submitted,

Kathy Quick, Secretary