

Elizabeth Titus Memorial Library Board of Trustees Minutes

1. Call to Order

- Meeting called to order by: Erin Wade (President)
- Meeting Location: ETML Event Room (to observe social distancing)
- Meeting Date: 06-23-2020
- Time of Call to Order: 16:30

2. Roll Call

- Officers in Attendance: Erin Wade (President),
Lynn Elder (Treasurer), Mike McLaughlin (Secretary)
- Trustees in Attendance: Ellen Feeler, Nancy Elder, Kathy Price
- Trustees Absent: Ann Short (Vice-President), Jennifer Love
- City Employees in Attendance: Michelle Nolen (Library Director)

3. Review/Approve minutes of previous board meeting:

- Date of previous minutes: 05-26-2020
- Motion made to: Approve minutes as presented
- Motion made by: Nancy Elder
- Motion Seconded by: Lynn Elder
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price,
Ellen Feeler, Nancy Elder, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

4. Approve/Disapprove Treasurer's report and payment of bills:

- Motion made to: Approve treasurer's report and payment of bills
- Motion made by: Mike McLaughlin
- Motion Seconded by: Nancy Elder
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price,
Ellen Feeler, Nancy Elder, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

5. Public forum acknowledgement:

- None present

6. Librarian's report:

- Presented by: Michelle Nolen (Library Director)

Discussions:

- Summer Reading – they are doing some reading online. There are 85 kids in the K-5 group signed up, and 8 young adults. The numbers do not include the preschool which is also participating.
- The lobby is open now from 10:00 to 12:00 and 18:00 to 20:00.
- The stacks will open on 06-29-20 with some restrictions. When they open the library will go to normal hours, unless there are other problems with COVID.
- Cards for Kids Act was signed. Kids that fall into the “poverty” category will get a free library card. There are some points that need to be clarified (e.g. how to determine if they qualify, and that it's only for the child not the family). Best practices are being worked on by the Illinois Library Association.
- All of the toys in the children's area are to be blocked off with tables due to concerns about not being able to keep up with properly sanitizing them.
- Some patrons have already signed up to use the library rooms. The restriction is fifty or fewer people.
- Request lockers have been put in place for patron use.
- Michelle is working on the IPLAR, should be done this week. Our numbers are down due to COVID, but it should be that way nation wide.
- The Per Capita Grant this year is supposed to be \$5,550 and we have until December of 2021 to spend it. The grant may be delayed.
- Mattoon Glass Cutters looked at what would be involved in putting handicap doors at the north entrance. They will give an estimate, and the doors may not match.
- Dunn from Decatur will be recoating the south parking lot, they will submit a quote.
- July Storytime will be held outside. No decision on how to show movies yet.
- The new VOIP phone system is up and running. There have been a few growing pains. The library has retained three Mediacom lines for story time, fax, and security system.
- Michelle is going on vacation on the 13th of July through the 24th of July.

- Motion made to: Approve librarian's report
- Motion made by: Mike McLaughlin
- Motion Seconded by: Ellen Feeler
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Nancy Elder, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

7. Old business:

- No movement on adding a new member to the board to replace Cheri Rich.

8. New business:

- The Per-Capita grant requirements have not yet been posted due to the COVID-19 shutdown.

9. Adjournment:

- Motion made to: Adjourn
- Motion made by: Lynn Elder
- Motion Seconded by: Nancy Grant
- Aye Votes: Mike McLaughlin, Erin Wade, Kathy Price, Ellen Feeler, Nancy Elder, Lynn Elder
- Opposed Votes: None
- Result: Motion Carried

Meeting adjourned at: 16:25

These minutes respectfully submitted by:

Mike McLaughlin (Secretary)

