

March 16, 2020

The Board of Trustees of the Schmaling Memorial Public Library met in emergency session on Monday, March 16, 2020. President, Teresa Ray, called the meeting to order at 5 p.m.

Members present included Teresa Ray, Nancy Countryman, Kathy Quick, Sarah Brubaker, and Jodie Dornbush. Members Sandy Hamilton and Paula Ensinger were unable to attend. Librarian, Britni Hartman, was also in attendance.

Nancy motioned to approve the minutes of the February 18, 2020, meeting as written. A voice vote was taken and the motion passed with all ayes.

Kathy motioned to approve payment of bills for the past month. A roll call vote was taken and passed with all ayes.

LIBRARIAN'S REPORT

1. Discussion of the impact of the COVID-19 outbreak on the library was the main topic. Britni e-mailed everyone a copy of the library's Widespread Illness Closure Policy which outlined procedures to be taken. Jodie motioned to accept the policy as written. A voice vote was taken with approval. The Illinois Library Association has recommended that libraries close. It was decided that the library would be closed indefinitely beginning at 7 p.m. on Monday, March 16, 2020. Nancy moved to implement this change. This motion passed with all ayes.

In addition to closure, the book drop will be closed, due dates will be extended until at least April 13, 2020, and late fees will be waived.

Employees may come in, at their discretion, and work on library projects. There is also some work that employees can do from home which Britni will outline for them. Sarah moved to pay staff during the library closure. A roll call vote was taken with all ayes.

2. Britni e-mailed the new Strategic Plan for 2020 – 2025. Basic information about the library is included as well as the Service Responses and associated Objectives which the library staff have listed. As work continues to achieve those objectives, specific goals will be forthcoming. Kathy moved to approve the Strategic Plan as written. A voice vote approved with all ayes.

PROGRAMS AND PROMOTIONS

1. "Blind Date with a Book" was a success with 21 books checked out during February.
2. Dr. Seuss' birthday program was also a success with 20 of 27 children who signed up attending story time. All those who signed up received their chosen animal for stuffing.

MISCELLANEOUS

1. Approval to close the library on Saturday of Dutch Days was motioned by Nancy. A voice vote approved the motion. The possibility of having a story time at the Drives Building will be further discussed at a later time. (Dutch Days for 2020 has been cancelled so this will go into effect in 2021).
2. Britni is having an "official" library t-shirt designed and printed by D & M Embroidery. These were to be worn at the library fundraiser at Pizza Ranch on March 23. This has been cancelled. T-shirts will still be available for employees and Board members with the possibility of selling to the general public. Once the design is made it can be screen printed on other items as well. The possibility of having it on canvas bags for carrying books was discussed.
3. Some Census promotional materials may be arriving. Britni will decide what to do with them.
4. Weeding continues – and employees can work on this while the library is closed if they want to come in.
5. The Historical Society approached Britni about partnering with them on a STEM or STEAM room in the Drives Building. We decided that this was not feasible at this time. Britni will notify the society.
6. Hiring of another person will be discussed later. Roxane has decided to postpone surgery and with the closing of the library no one is needed at this time.

COMMITTEE REPORTS

Building and Grounds

Kathy inquired about curtains in the West windows. The strong afternoon sun will be hard on books.

Nancy asked about the little library. It has not yet been painted.

Finance

Nancy asked that we change the date on the Grants, Gifts & Memorials information she sent to 2019 – 2020. Also, the last amount paid to

Cengage should be -252.04.

Library

No report.

MISCELLANEOUS

Most of us have received and submitted our Statement of Economic Interest.

As previously stated, the Pizza Ranch Fundraiser on March 23, 2020, has been cancelled.

If the library is still closed on April, 21 2020, (the date of the next regularly scheduled meeting), it was agreed that bills may be paid and will

then be approved retroactively.

The next regularly scheduled meeting will be held on Tuesday, April 21, 2020, at 5 p.m.

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

Respectfully Submitted,

Kathy Quick, Secretary