

## Minutes of the Aurora Public Library District Board of Trustees

### January 25, 2021 Meeting

The Aurora Public Library District Board of Trustees met on January 25, 2021, at the Aurora Public Library.

The meeting was called to order at 6:36 pm by President Ben Turner. In attendance were Board members Sue Manford, Randy Dennis, and Angela Burkhardt. Library Director Margaret Dean (Peggy) and Business Manager Janet Hall-Louden were also present.

**Board Meeting Minutes:** Burkhardt made a motion to accept the minutes from the December 28, 2020 Board meeting. The motion was seconded by Manford, and the motion carried.

#### **Librarian's Report**

The number of customers walking in the door to use the Library collections or services continues to be limited due to COVID-19. In addition, Second Street in front of the Aurora Public Library is currently closed due to a structural problem at the Gambles Furniture building. Once repairs begin, the work is expected to take a week. On a positive note, the number of people using our Wi-Fi service has been increasing and will soon be back to pre-COVID levels.

Staff members are continuing to offer children's programs that meet the COVID restrictions, including virtual storytelling sessions on You-tube and craft kits which can be completed at home. The adult book clubs are continuing to meet via Zoom. On January 22<sup>nd</sup>, the group was joined by Gillian McAllister, the author of *The Good Sister*, which had been the topic of the December 2020 discussion.

Staff members are working to provide additional outreach using the Library's You-tube channel, including book talks on new books. Also, on February 18<sup>th</sup>, the Library will be hosting a Zoom program on "Jazz and the Civil Rights Movement", presented by flautist Galen Abdur-Razzaq. This event will be open to everyone in the community, but participants must register in advance.

Dean met with Olivia Bowers and Jamie Haney concerning library marketing. They will be assisting Dean in making the library marketing efforts more consistent in the future. Dean also met with Kevin Austin from Register Publications and discussed some new marketing options that Register Publications will be offering in the future.

#### **Old Business:**

**Staffing:** Olivia Bowers is being moved to a Full-Time position effective January 31, 2021.

**Workman's Compensation claim for Judy Grady:** This claim was re-opened in November of 2020 without notification being made to the Library. The claim was originally opened in June of 2020 due to an incident at the Aurora Public Library where Grady's knee was twisted. Over the past several months, treatments were unsuccessful, and she had knee surgery to repair the damage on January 13, 2021. She may not be able to return to her position until March, pending a release from the surgeon.

**Local History Library:** Progress on reorganizing the collections at the Local History Library has been progressing slower than anticipated. However, we should reopen the building to the public in February. A company will be hired to facilitate the moving of file cabinets to a staff only area, and Dean would like permission to have the large wooden tables removed, so that lighter-weight tables can be purchased. The 2021 operating hours set for the Local History Library will permit 2 staff members to be in the building at all times.

**New Business**

**New server for the Library District:** Dean reported the Library District has received a quote from Midwest Data, Inc. on a new computer server. The current server is five years old.

Server hardware cost:	\$11,500
Building the server at MDI:	\$999
Required software	\$435
<u>Labor (up to 2 days at APL and 2 hrs. at DPL)</u>	<u>\$796</u>
Total	\$13,730

The installation will take two days. If the equipment is ordered and arrives in time, it may be possible to do the installation on February 14-15 over the Presidents Day weekend. If that is not possible, due to a delay in receiving the equipment, it will be necessary to close the Library District on Saturday, February 27<sup>th</sup>. A motion was made by Manford and seconded by Burkhardt to accept the quote and proceed with replacing the server. The motion carried.

**Finances**

**Treasurer's Surety Bond:** Turner administered the Treasurer's Oath to Burkhardt.

**Update on the General Operating Fund options with Civista:** Hall-Louden reported that she has been in contact with Civista Bank about the possibility of moving our Operating Fund. The Civista representative would like to have access to our last two months of statements with US Bank, to better prepare a proposal for the Library District. A motion was made by Manford and seconded by Burkhardt to provide two months of statements to Civista Bank. The motion carried.

**Insurance Policies:** Dean reported the Insurance policies for Directors & Officers Liability and Entity Liability and for Employment Practices Liability have been renewed through Chubb Insurance Company. The annual premium was \$606.00. The Dillsboro Public Library building insurance has been renewed through Pekin Insurance with an annual premium of \$2,356.00

**Federal Mileage Rate:** Dean requested that the Board adopt the 2021 Federal Mileage rate of \$0.56/mile. A motion was made by Dennis and seconded by Manford to reimburse employees for work-related mileage at the Federal rate. The motion carried.

**2021 Salary and Leave Schedule:** Dean presented the 2021 Salary and Leave schedule. It remains the same as in 2020. A motion was made by Burkhardt to accept the Schedule. The motion was seconded by Dennis, and the motion carried.

**Claims:** A motion was made by Dennis and seconded by Manford to accept the following January 2021 claims:

001574-001580, 010037-010085, and 506858E-506881E totaling \$66,099.45

These claims are listed on the Check Summary Register and will be filed for audit. The motion carried.

**Treasurer's Report:** The December 2020 Treasurer's Reports were presented. A motion was made by Dennis and seconded by Burkhardt to accept the reports. The motion carried.

The Board of Trustees will meet at the Aurora Public Library on Monday, February 22, 2021 at 6:15 pm. After the Board of Trustees Meeting, there will also be a meeting of the Aurora Public Library District Foundation Board.

Burkhardt made a motion to adjourn the meeting at 7:18 pm.

Respectfully submitted,

Sue Manford  
Sue Manford, Acting Secretary

Michelle Ryan

Mary Tvedes

[Signature]

Sue Manford

Angela Burkhardt

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