CORTLAND LIBRARY BOARD

Meeting Minutes

November 4, 2020

Present:  Heather Black, Vicki Haier, Ashley Hartness, Harlan Hawkins, Theresa Nordquist, Judy Olsen, Sharon Urban

Absent:  Rich Bliss

Meeting was called to order by Ashley Hartness at 7:04

Approval of agenda for the November 4 meeting.

          Motion:  Vicki Haier               2nd:  Sharon Urban

Minutes from the October 15 meeting were reviewed and approved by voice vote.

          Motion:  Theresa Nordquist         2nd:  Harlan Hawkins

TREASURER'S REPORT

* Report for September was reviewed and approved by voice vote.

           Motion:  Vicki Haier                 2nd:  Sharon Urban

LIBRARIAN'S REPORT

* Report was reviewed and discussed.
* Renewal figure to be checked for accuracy.

UNFINISHED BUSINESS

* No hearing of citizens.
* Mary Aldis Garden-water lines have been installed for use in watering plantings.
* Most activity on the garden will be on hold until the spring.
* Covid updates-becauseHeather Black tested positive, the library was closed for several days for quarantine.  All but two of the staff were also on quarantine.
* Dawn McAllister and Danielle Wilcox worked some evenings to accommodate patrons and to catch up on some work.
* A deep cleaning was done by Serve Pro.
* There are no in person programs taking place at this time.
* Rails has changed the quarantine for items from seven to three days.
* Building Improvements-Heather Black has contacted the City Clerk for information on the procedure for requesting TIF funds for use in replacing the windows and flooring.

NEW BUSINESS

* Per Capita Grant-$5300 has been received.  Because of Covid, standard per capita requirements have been changed requiring review of the book Standard for Illinois Public Libraries.  The board and staff will review and discuss.  The board will discuss the first four chapters at the next meeting and go over the checklists after each chapter.
* The tentative budget and levy for 2021/2022 was reviewed and discussed.  Motion on the proposed budget and levy was approved by voice vote.

               Motion:  Ashley Hartness                2nd:  Harlan Hawkins

* Motion approved by voice vote for use of consent agenda (grouping items so they can be passed in one motion rather than separately).

                Motion:  Harlan Hawkins                 2nd:  Theresa Nordquist

* Candidate packets were distributed to those members (5) who will be candidates at the next election in April.
* Policy handbook-discussion and review of several pages. Motion to accept changes made.

                 Motion:  Ashley Hartness               2nd:  Vicki Haier

ADJOURNMENT

* Meeting adjourned at 8:36pm

Respectfully submitted

Judy Olsen