

**Minutes of the Loda Township Library
Board Meeting
July 20, 2020**

The July meeting was called to order by Vice President Kay Houtzel at 5:04 p.m. Those also in attendance were Gayle Lemenager, Nancy Johnson, Sue Sawyer, Beckie Green, and Teri Hennessy. Absent was Becky Jones. New appointee Susan Ingerham was present for an introduction but was unable to stay.

Vice President's Report: The board is in receipt of Beckie Green's resignation letter, effective upon this date. Nancy Johnson (regretfully) made a motion to accept with Sue Sawyer making the second. Motion passed. Discussion was held to fill the vacant position of former President Pat Hamby. Kay volunteered to fill the president's position temporarily until the April 2021 election. Gayle made a motion to accept Kay's offer, Beckie Green made the second. Motion passed.

Secretary's Report: Beckie Green read the minutes from the June 15, 2020 meeting. Sue Sawyer made a motion to accept the minutes as read and printed with Nancy making the second. Motion passed.

Treasurer's Report: Nancy Johnson presented the financial report. Beckie Green made a motion to accept with Gayle making the second. Motion passed.

Director's Report:

- a. Librarian's Statistical Report: Teri reported that despite low in-building traffic, one new patron card has been issued and many books are moving via the Cloud program.
- b. COVID-19 Update and reopening steps (IHLS): Teri wants to keep the temporary hours in regard to the confusion/complications of opening full time as there are many risks involved as has been reported in the news of other public facilities. In addition, Teri has created and updated the Policy Handbook and has completed the Open Meetings Act training.
- c. Nonfunctioning computer update: Teri had Mike Brehm check the slow computer. Mike reported the computer is old and not worth repairing. He advised we recycle it but keep the good monitor.
- d. OMA – training for designee: Gayle Lemenager volunteered to be our Open Meetings Act designee and will receive annual training.

- e. FOIA – new designee for Freedom of Information Act requests: Sue Sawyer volunteered to be our FOIA designee, in addition to the director, Teri.
- f. Virtual Summer Reading Program: Since there was not an “in-person” youth reading program this summer, Teri created a virtual one titled “Kids Love Reading” that included many resources **such as celebrities reading aloud books and crafts to do at home that tie to the contents of each book. Parents of children may send a photo of a child doing the activity to win a prize. She also added many links on virtual learning, health tips, and unemployment resources.** ~~(education, health, unemployment, etc.) in addition for the children to report on their book reading selections.~~

Teri continues to order books and process books, although not as many as usual. She also reported the plexiglass cover on the outdoor sign is damaged and she will see about replacing it.

Old Business:

Kay has received a copy of our insurance policy from the Township Officials of Illinois (TORMA). Our coverage includes:

Building: \$402,600

Contents: \$120,000

Total Coverage: \$522,600

New Business:

- Mary Walczak has been asked and has accepted to fill the position vacated by Beckie Green and Susan Ingerham has been asked and has accepted to fill the position vacated by Pat Hamby. Sue made a motion to accept the appointments with Gayle making the second. Motion passed. They will be formally appointed at the September 21, 2020 meeting.
- Teri has the 4th edition of the Trustee Facts File book for trustees to review and use as research.

Nancy made a motion to adjourn with Sue making the second. Meeting adjourned at 6:10 p.m.

Respectfully submitted,
Beckie Green