

**Minutes of the
Loda Township Library
June 15, 2020**

The June meeting was called to order by President Pat Hamby at 5:01 p.m. Those also in attendance were Becky Jones, Kay Houtzel, Sue Sawyer, Gayle Lemenager, Beckie Green, Nancy Johnson, and Director Teri Hennessy.

President's Report: The board is in receipt of Pat Hamby's resignation letter, effective upon this date. Pat recommended we fill her board member position, until the next election in 2021, with someone from Bayles Lake to keep the township representation balanced.

Secretary's Report: Beckie Green read the minutes from our last meeting of March 16th. Motion to move to accept the minutes was made by Becky Jones with Kay Houtzel making the second. Motion carried.

Treasurer's Report: Nancy Johnson presented the FY 19-20 end of the year report and has published the previously approved FY 20-21 budget in the Ford County Record and the Champaign News Gazette. Motion to accept the report was made by Sue Sawyer with Gayle making the second. Motion carried.

Director's Report: Teri distributed the circulation report showing that activity was down due the Covid-19 pandemic. Since the partial opening on June 1st, the in-house patron use is very low. However, two new patron cards have been issued. Teri had sent an email to board members on May 26th outlining the guidelines and safety features she would be implementing following the State of Illinois' "Restore Illinois Plan". She also posted the temporary hours of operation on the library's website and Facebook page. Teri also stated that following safe guidelines she is using are: returned books are quarantined for 3 days before being placed back on the shelf, patrons are required to wear a facemask, (Teri has extras if needed), and Teri wipes down surfaces at closing of the day.

Teri continues to keep up with state reports, the IPLAR is completed and has been accepted and she is currently working on the Opening Meetings Act update. Teri reported:

- The state has temporarily relaxed its meeting requirements that allow board trustees to meet electronically instead of in person during the "stay-at-home" order.
- The re-arranged the reading room allows for social distancing for our meeting tonight.
- One computer is very slow to re-act to commands. It is not an urgent issue now and Teri may have a technician look at it in the near future.

- A letter from the Secretary of State has been received awarding our Per Capita grant of \$1,826.25, although it will be "significantly delayed".
- Teri created a draft of our meeting dates for 2020 if we follow the every-other-month timetable since we are off schedule. The board agreed to keep the original schedule and our next meeting will be July 20th.
- Teri continues to order books, although not as much as usual.

Building and Grounds Committee:

- Maintenance: Nancy discovered falling plaster on the north side exterior and had Brust repair the damage. She also had two granddaughters do spring lawn work (mulching, weeding, etc.).

New Business:

- Appointee to fill Pat Hamby's position: recommend names for Kay Houtzel, Vice President, to explore.
- Library meeting dates: will remain on schedule, as stated above, our next meeting will be July 20th.
- Closing dates for the remainder of 2020. Teri will follow state and federal holidays
- Non-resident fee: the board voted to keep the fee at \$70 as approved at the July 2019 meeting. Beckie Green made the motion with Gayle Lemenager making the second. Motion carried.
- The Policy Committee has tabled the discussion on a Blood Borne Pathogens Policy and Health Safety Policy for now.

Nancy made the motion to adjourn with Kay making the second. Meeting adjourned at 6:05 p.m.

Respectfully submitted,
Beckie Green