

BEECHER COMMUNITY LIBRARY
Monthly Board Meeting
Tuesday, Octoberber 20, 2020 7:00 PM

The meeting began with the Pledge of Allegiance.

TRUSTEE ROLL CALL: Biery, present; Bunte, present; Czarnecki, present; Saller, present; Skold, present; Stamper, present; Wehling, present.

Jill Grosso and Vicki Squier were also present.

SECRETARY'S REPORT

Minutes from the Regular Meeting of Sept.15, 2020 & Special Meetings of Sept. 20th & 29th were reviewed & accepted as presented. Following review, Skold moved to accept minutes as presented, seconded by Bunte.

Biery, yes; Bunte yes,; Czarnecki, yes; Saller, abstain; Skold, yes; Stamper, yes ; Wehling, yes. Motion passed.

TREASURER'S REPORT

Jennifer presented the Treasurer's report & Financial recap. Following review, Saller moved to approve the reports, seconded by Skold.

Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes ; Skold, yes; Stamper, yes ; Wehling, yes . Motion passed.

Vicki clarified the mixup with Culligan before review of Outstanding Bills.

Outstanding bills for October were reviewed, addition noted, questions addressed. Total Outstanding bills \$19,214.28, pending additions.

Following review, Bunte moved to approve payment of outstanding bills with additions & any that arrive before month's end, seconded by Czarnecki.

Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes ; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

The Budget Comparison was reviewed and found to be sound.

DIRECTOR'S REPORT

- Stats were down a bit. September checkouts, 771; Building Appointments,120; Media on Demand; 362.

- Jill proposed requiring the staff to attend at least one board meeting this year, (or possibly once every year) as a part of their continuing education. Board agreed it is a good idea. Jill added that they should be paid for their attendance, as Continuing Education is a work requirement.

- Jill's Insurance premium remains the same. She is currently paying \$46.49 monthly. LIMRICC is switching from Blue Cross Blue Shield to Aetna.

- Jill explained Baker & Taylor's Sustainable Shelves Program. This would help us be rid of some of our weeded books. Jill explained the requirements to participate in the

program. Other options were discussed also.

- Board agreed to Jill's request to have October 30th off.

CORRESPONDENCE:

- A letter of Thanks was sent to Phil Vestal for caring for our new landscaping this past summer.
- A letter of Thanks to Ms. Wendy Whited for her donation to purchase our new clock for the Meeting Room.
- A letter to accompany the books we sent to Mr. Curtis Yarlott (Yellow Arrow) at St. Libre Indian School.
- A letter to Mr. Jake Andringa, Controller, Arthur Van Baren Family Limited Partnership along with a Tax rebate check for \$648.39 as per our agreement.

COMMITTEE REPORTS:

Building/Grounds: See Old/New business.

Housekeeping: Kathy reports the building is cleaned by staff, cleaning purchases ongoing.

Landscaping: Michelle reports the new & old landscaping look good.

Schools: Jennifer reports Elementary School ok. Jr. High has a sick teacher, High School closed for 2 weeks due to Covid.

General: Shirley reports Midland Bank, Beecher will remain open.

OLD BUSINESS

- Board again reviewed the options for the Alarm System. Following discussion, it was agreed to accept Option 1. Jill reports there will be smoke alarms upstairs & down. Two technicians will work for 1 week to complete the work.

Following discussion, Skold moved to accept Option #1, seconded by Bunte.

Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

Shirley gave an update on the Meeting Room:

- Rick Volek discovered that just one box had the wrong size shutters. A week later the replacements arrived & the shutters were installed. Tony came for the walk-through & some changes were made.

- Board previously agreed via telephone vote with Hansen's estimate for window treatments in the Meeting Room. The \$3,816.40 proposal includes 6 windows with wooden rods & curtain rings & 2 different fabrics (main room & study room window treatments).

Following discussion, Biery moved that we formally accept Hansen's proposal of \$3,816.40 to be paid upon installation, seconded by Czarnecki.

Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

- Shirley explained that there was just one clock left at time of purchase. Cost of clock, \$124.80. Shirley then shared the latest update on plans for the carpet under the Meeting Room table, combining old remnants upstairs with new carpet from Beecher Floor Covering.
- Jill explained the details of her choice for the purchase of an American flag for the Meeting room. The board discussed all pertinent information. Following discussion, Skold moved that we purchase the flag Jill chose from **Gettysburg Flag Works** for \$221.10, seconded by Saller.
Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

NEW BUSINESS

- Levy Ordinance # 88 was discussed. Following discussion, Biery moved to adopt **ORDINANCE NO. 88 ORDINANCE LEVYING AND ASSESSING TAXES OF BEECHER PUBLIC LIBRARY DISTRICT, WILL COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021**, seconded by Czarnecki.
Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

- The copy machine needs to be repaired or replaced. Jill shared 4 options of refurbished or new. Following review, Biery moved that we choose Option #4, to purchase a new Copy Machine with a Maintenance agreement, seconded by Saller.
Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

- Jill shared information she received from ALL-RIGHT Signs concerning the need for a new modem for our outdoor sign. Following discussion, Biery moved that we purchase a new modem with installation for \$825, seconded by Czarnecki.
Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

- Jill shared a letter from CSI Cleaning Specialists, Inc. which includes a quote of \$695 per Disinfection for Covid Cleaning, if necessary. She had other quotes and investigated each company online. CSI is her choice overall. Regarding our reimbursement for all purchases related to Covid Safety upkeep that are required, the County needs all receipts by Dec. 30.

- Skold moved that we accept CSI's proposal if needed, seconded by Bunte.
Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes; Skold, yes; Stamper, yes; Wehling, yes. Motion passed.

Jennifer shared that Paul Rodriguez is licensed & bonded & agreed to do our Snow Plowing this winter.

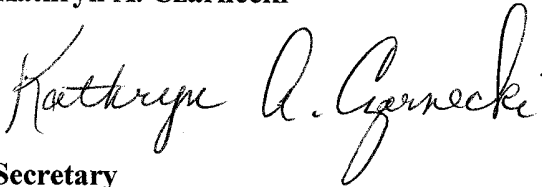
ANNOUNCEMENTS

- Regular Board Meeting, November 17, 2020, 7 p.m.

Skold moved to adjourn meeting at 8:05 p.m., seconded by Czarnecki.

Biery, yes; Bunte, yes; Czarnecki, yes; Saller, yes ; Skold, yes ; Stamper, yes ; Wehling, yes. Motion passed.

Kathryn A. Czarnecki

A handwritten signature in cursive script that reads "Kathryn A. Czarnecki". The signature is written in black ink and is positioned to the right of the printed name.

Secretary