

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
July 20, 2021**

CALL TO ORDER

The meeting was called to order by President Chiz at 7:00 p.m. Present were Trustee Bonk, Trustee Ceja, Trustee Ferguson, Trustee Murawski, Trustee Woolard, Director Jennifer Cottrill, and Christy Parente, Recorder of Minutes. Trustee McDermott was absent.

INTRODUCTION OF VISITORS

Dan Eallonardo, Independent Construction Services; Janie Cole, Circulation Assistant.

MINUTES

On a motion by Trustee Murawski and seconded by Trustee Ceja the minutes of the June 15, 2021 meeting were approved by roll call vote. 5 ayes and 0 nays. Trustee Woolard abstained because he was not present at the June 15, 2021 board meeting.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Ferguson and seconded by Trustee Murawski the financial report for June 2021 was reviewed. Total cash balance for the building account was \$515,965.43, for the reserve fund \$371,658.65, for the real estate fund \$763.75, and \$1,517,660.73 for the money market account. The financial report was unanimously approved by roll call vote. 6 ayes and 0 nays.

A motion to pay all June 2021 bills in the total amount of \$265,238.93 was made by Trustee Ceja and seconded by Trustee Ferguson and unanimously approved by roll call vote. 6 and 0 nays.

COMMUNICATIONS

Ms. Cottrill shared with the board one comment concerning the library's COVID protocols. All comments have been given to the appropriate departments.

LEGISLATION UPDATE

New details continue to be released for the American Rescue Plan Act (ARPA). As they become available Ms. Cottrill will decide their suitability for the library.

BOARD DEVELOPMENT OPPORTUNITIES

ILA Annual Conference will take place virtually again this year. The conference dates are Oct. 12-14, 2021. Early bird registration ends Sept. 13.

REPORT OF OFFICERS & COMMITTEES

- A. Building – The committee met on July 9 to discuss preliminary estimate for a total parking lot renovation.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Strategic Planning – No Report.
- E. Technology – No Report.
- F. Policy – No Report.

G. Ad Hoc Building Envelope – Mr. Eallonardo updated the board on the progress of the renovation. Work is expected to move from the north end of the spine to south end. The renovation is behind schedule and will go into September.

H. Friends of the Library – T-shirt presales will arrive at the beginning of August. The Friends will sell 90th anniversary t-shirts and library yard signs at the National Night Out event held on the Village Green.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Cottrill reported to the board our Bilingual Public Services Assistant Ms. Dorado will resign August 16. The 2021 Per Capita Grant will increase by \$2,334.28. IT Manager, Michelle Vanis, has implemented multi-factor authentication on a variety of the library's systems, as required to continue our cyber security insurance. The library has purchased 11 hotspots for circulation to patrons and the library is working on the loan rules for circulating Chromebooks.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Serving Our Public 4.0, Chapter 7: Collection Management and Chapter 8: System Member Responsibilities & Resource Sharing – Reviewed.
- B. Resolution 2021-01: Transfer of Funds from the Library's General Fund to the Library's Special Reserve Fund – On a motion made by Trustee Ferguson and seconded by Trustee Bonk the board approved the Resolution 2021-01 Transfer of Funds from the Library's General Fund to the Library's Special Reserve Fund. 6 ayes and 0 nays.
- C. Review of Temporary Amendments to Patron Behavior Policy for the COVID-19 crisis – The board reviewed the current plan. On a motion made by Trustee Ceja and seconded by Trustee Murawski the board approved keeping the library with the same plan it currently has in place. 5 ayes and 1 nay. The board will revisit the plan each month.
- D. Discussion of Change Health Insurance Carriers for Employee Health Insurances – Ms. Cottrill is waiting on more information. The item was tabled until the August board meeting.
- E. Proposal to Reschedule December Board Meeting to Tuesday, December 14, 2021 – Ms. Cottrill proposed moving the board meeting from December 21 to December 14. On a motion made by Trustee Ferguson and seconded by Trustee Bonk the board approved moving the board meeting from December 21 to December 14. 6 ayes and 0 nays.
- F. Collection Development Policy – No changes recommended. Reviewed.
- G. Interlibrary Loan Policy – No changes recommended. Reviewed.
- H. Request for two after-hours programs – Teen Services is requesting approval to hold two after-hours game events on Friday, August 20 and Friday, September 24 from 6:00 p.m. - 8:00 p.m. Mask will be mandatory and a limit of 25 teens. On a motion made by Trustee Bonk and seconded by Trustee Murawski the board approved the request to hold the two after-hours programs. 6 ayes and 0 nays.
- I. Semi-Annual review of Closed Session Minutes – A motion to keep all closed session minutes closed was made by Trustee Ferguson and seconded by Trustee Murawski and unanimously approved by roll call vote. 6 ayes and 0 nays.

OTHER BUSINESS

None.

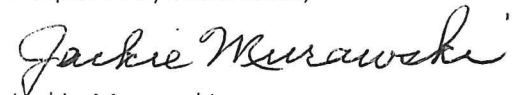
PUBLIC COMMENTS/QUESTIONS

None.

ADJOURNMENT

President Chiz declared the meeting was adjourned at 8:23pm. 6 ayes and 0 nays.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jackie Murawski".

Jackie Murawski

Secretary

JM/cp