

**Oregon Public Library District**  
**300 Jefferson St.**  
**Oregon, IL 61061**

**Board of Trustees**  
**Minutes of Regular Board Meeting: October 15th, 2020**

**1. Call to Order**

Meeting was called to order by President, Rick Bunton, at 6:01 p.m. Trustees present: Wendy Nelson, Pam Steele and Jennifer Pierce. Quorum met.

**2. Approval of Agenda**

Mrs. Pierce made a motion to approve the agenda. Mrs. Steele seconded. Unanimous approval, motion passed.

**3. Approval with Consent Agenda**

Mrs. Steele made a motion to approve the agenda. Mrs. Nelson seconded. Unanimous approval, motion passed.

**4. Priority Announcements/Information Sharing**

- A. *IGA approved at all levels* - High School Entrepreneur class invited to help with PR
- B. *Book Sale* - Friends of the Library sold 106 bags as of date.
- C. Per capita \$7000 grant awarded and in bank.

**5. President's Report** - None

**6. Treasurers Report** - None

**7. New Business**

A. Standards of Illinois Public Libraries Review

After reviewing first 4 chapters it was identified that we need a strategic plan for the grant, including a succession plan. Also needed is a personnel description and salary schedule changes. In addition a 5 year plan is needed.

B. Director's Report

A description of circulation of physical materials and FB hits was announced. She announced 2 Halloween topics would be coming up on Zoom.

Director stated a 3% increase in Library Card sales over last year, with 9 new cards opening over the past month.

C. Authority to Spend Policy Update - Update to reflect state statue amount.

Mrs. Pierce made a motion to approve the agenda. Mrs. Steele seconded.

**8. Old Business**

- A. *Next Reopening Phase - Passport Services* - Approval is needed for the reopening plan and the phase down strategy, as well as staffing capacity if an outbreak should occur. Mrs. Pierce made a motion to approve the agenda. Mrs. Steele seconded.

- B. *Air Conditioner Replacement Quotes* - Hillary gave the contract quotes of various companies. Anderson had both a lower quote, \$22,000 and was found to be easier

to work with. This quote is all inclusive covering taxes and fees. Mrs. Nelson made a motion to approve Anderson to work on our air conditioner. Mrs. Steele seconded.

Hillary announced she is looking into air purifiers.

#### C. Elections

After discussing who would be re-elected and who was to be renewed it was determined that there are 3 openings on the Library Board for election in April 2021 and two seats will need to be appointed for two more years.

Wendy expressed that she is not interested in an appointment for her seat in April, opening an additional seat beginning in April 2021.

#### **9. Comments/Questions from Trustees/Public**

A member of the community pointed out that it takes 10 or 20 minutes for the water to warm up in the bathroom when washing hands. Washing hands is critical during this COVID era. A discussion about adding hot water heaters to the bathroom ensued.

#### **9. Adjournment**

Adjourned at 6:37 p.m.