

FOX RIVER GROVE PUBLIC LIBRARY DISTRICT  
REGULAR MEETING of the BOARD OF TRUSTEES  
Tuesday, October 20, 2020 at 6:30 p.m.

MINUTES

**In accordance with Governor Pritzker's Disaster Proclamation of September 18, 2020, this was a fully online meeting.**

CALL TO ORDER AND ROLL CALL – 6:31 p.m. by President Medina

ROLL CALL – Gans, Gipson, Cooper, Thew, Spiek, Campbell, Medina and Steeves. All via Zoom, all confirmed visual and audio.

INPUT FROM CITIZENS - Friends of the Library suspended regular meetings but will meet on an as needed basis, no officer changes, looking into other fundraising opportunities, and their new logo was shared.

CORRESPONDENCE AND LIBRARY NEWS - All correspondence discussed.

- 1) Revised 2020/2021 Distribution Dates for 2019 Taxes
- 2) People Who Want To Be Teachers

CONSENT AGENDA

- 3) Items to be included in Consent Agenda
  - a. Minutes from the September 15, 2020 Board Meeting
  - b. Treasurer's Report Including Transfer of Funds Totaling \$67,000 for September Bills, Anticipated October Bills, and Four Upcoming Payrolls
- 4) Consent Agenda Approval (voice vote) – Campbell moved to approve, Cooper second, voice vote, all ayes.

COMMITTEE REPORTS

- 1) Facility Committee: Will meet Thursday, October 29, 2020, at 10 a.m. Cooper had a friend donate time to clean the bricks and stone in the Memorial Garden. Steeves getting planters donated for Memorial Garden to commemorate the 25<sup>th</sup> anniversary of bus accident.
- 2) Budget Committee: Did not meet. Meeting scheduled for Friday, October 30, 2020 at 1:30 p.m. to review the draft levy.
- 3) Policy Committee: Did not meet

REPORT OF THE DIRECTOR – Steeves reported staff pleased with circulation numbers considering the library is only open 40% of normal business hours. Steeves also reminded that board member election packets are available at the library.

SPECIAL REPORTS

- 1) Youth Services – Medina asked for feedback on new Youth Services report. Diversity project grant was discussed along with goals for target increases in collection and circulation.

UNFINISHED BUSINESS (all possible action items)

- 1) COVID-19 – Medina asked to continue to be mindful of situation. Steeves reports if McHenry County increases restrictions the library will revert to no patrons in the library except by appointment only. Pick up service will be implemented.
- 2) Election Day, November 3, 2020 - Consensus among board members is that the library will remain open and have regular business hours on election day. Staff is a good resource for public looking for voting information.

NEW BUSINESS (all possible action items)

- 1) Per Capita grant requirements - Steeves discussed Standards for Illinois Public Libraries document. Assignments were made to cover the document.
- 2) Winter Programs – Steeves discussed that online programming is growing and sees no need to start in-person programming over the winter during current state of COVID-19.

TRUSTEE COMMENTS – Medina asked board members to share questions, concerns or problems with him or Steeves concerning holding board meeting on Zoom. All members agreed the platform is working fine and gives flexibility during this time. Gans liked the Monthly Financial Summary but found the color hard to read on Excess Revenue Over Expenses. Gans also mentioned that the library has a CD maturing in March and the board will need to consider what to do with it at that time. Gipson excited see Steeves present at ILA conference. Cooper asked for follow up on Better World Books sale. Steeves indicated the library will see a check but not for amounts usually associated with Friends of the Library book sales. Thew reminded board that at the December 1, 2020 meeting the board will be voting on the levy and she used Fox River Grove Memorial Library resources to check out 365 Penguins for a math enrichment program she taught 4<sup>th</sup> graders. Campbell reported that he will also be presenting at the ILA conference with the executive director of RAILS on the collaboration of school, public, and academic libraries.

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ADJOURNMENT –Gans moved to adjourn at 7:21 p.m., Cooper second, voice vote, all ayes.

The next regular board meeting is scheduled for Tuesday, December 1, 2020 at 6:30 pm.

Respectfully submitted,

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Jeff Medina, President

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Jennifer Thew, Secretary