

WAUCONDA AREA PUBLIC LIBRARY DISTRICT

BOARD OF LIBRARY TRUSTEES

Monday, December 13, 2021

The meeting was held online via Zoom at 7:00 p.m. with the following Library Trustees present: Trustee Coburn, Trustee Flanagan, Trustee Morris, Trustee Pankey, Trustee Sorensen. Trustees absent: Trustee Coolidge. Staff present: Elizabeth Greenup (Library Director); Molly Jostock (Operations Manager). Julie Cerqua, Terry Weingart. Visitor(s) present: None.

AUDIENCE TO VISITORS

None Present.

ACTION: APPROVE MINUTES

Trustee Flanagan motioned to approve the minutes; seconded by Trustee Pankey.

Roll call vote

YES: Coburn, Flanagan, Morris, Pankey, Sorensen
NO: none
ABSTAIN: none
ABSENT: Coolidge

Motion carried.

ACTION: FINANCIAL REPORTS AND PAYMENTS

Director Greenup briefed the board on progress with the Kid City airplane. Some of the financials represent the replacement of the stairs as well as the sanding down and painting of the airplane.

Trustee Coburn noticed a surplus year to date. Is that based on staffing as it looks like it is mostly in the payroll budget line items.

Director Greenup agreed and added that the library is working on filling vacancies. Trustee

Pankey inquired if Groh landscaping bills us once a year as that bill seemed high.

Director Greenup provided that Groh was experiencing some office issues this past year with challenges obtaining invoices. This issue has since been resolved however the library received a larger bill to accommodate the missed billings.

Trustee Pankey motioned to approve the financial reports and payment of bills; Trustee Coburn seconded.

Roll call vote

YES: Coburn, Flanagan, Morris, Pankey, Sorensen
NO: none
ABSTAIN: none
ABSENT: Coolidge

Motion carried.

LIBRARY USAGE STATISTICAL REPORT

Typical for this time of year.

Children's books came off the shelves and were put back on during the shelving project. During that period, staff took book requests and would retrieve items for patrons.

Usage is typically down during Thanksgiving and trended similarly this year.

LIBRARY DIRECTOR REPORT

Director Greenup reported that the children's shelving arrived and it's beautiful. It's bright and the books pop against the new white color. May need more books to fill the gaps in the shelving. The ease and appearance of the replacement shelving motivates to consider replacing the upstairs shelving as well. Replacement shelving upstairs will be looked into in August. Learning from the workload involved for the downstairs shelving we will have to pay a company to take books off the shelf and put them back on.

District 118 is experiencing supply shortages for ink and toner so the library has offered free printing for the schools. Teachers would send their items and our librarians would print them however, last week we reached a tipping point and we cannot keep up with the demand to print holiday break packets. We will continue to offer free printing but schools to come into the library to manage their printing.

The foundation meeting occurred 2 Thursdays ago. The meeting lasted 2 and half hours and the foundation cranked through business. It was decided that each meeting next year would have a large topic focus; 4 meetings were scheduled for 2022. The focus in the near future is to tackle the business before working toward the fun stuff. There is \$12,500 outstanding in the

foundation account from the friends of the library. Thoughts on where to spend the funds may be the installation of a bench or permanent structure to honor the friends.

Director Greenup went on, 2 security cameras were replaced for a couple hundred dollars apiece. Image quality is vastly better and we are working to replace all the facility cameras over time.

Patron computers are installed and CDI changed the resolution screen size to suit patron needs. The library is looking for more comfortable seating to install downstairs.

The fall roof inspection is complete and some seams need to be addressed. The drains were cleaned out as well and the roofing company concluded that we still have 4-7 years left on the current roof. We'll have to start putting money away in the special reserve in anticipation of a replacement roof.

Reopening plans for 2022, were explained to staff during a recent meeting. The library is looking to resume in person activities for adults in March. These activities would include book studies and small group activities, no large lecture style programming.

Story times for children will resume in April at a limit of 3-4 days a week. There is a maximum of 15 children that must be accompanied by adults so they may ensure safety measures like masking. Plans to reopen the play area would be around April, too. If we can reopen sooner plans will be revisited. Barrington Library is having issues with children staying too long and running around unmasked.

There are no plans to open the makerspace because it's too much for staff to manage but may revisit in Fall.

The library will have to limit manipulatives in play area; like food. No summer concerts or large-scale programming indoors during 2022 to limit the resources involved with contact tracing.

There is potential to do outdoor programming in the summer with hopes to partner with the park district for that.

Studio 801 is being shut down permanently and the space is being repurposed as a meeting space. Looking to offer a "tech to go pack" instead.

The café will not be opening at this time.

There will be a focus on outreach to reach out to other towns like Volo which has doubled in size since the last census. With the large real estate turnover, it is important to reach out to towns like Lakemoor, Island Lake, [etc. so](#) the population learns that Wauconda Area Library is their library.

Come June, the Lincoln Room will reinstitute rental space for outside organizations to use. Kelly will procure artwork for the Lincoln room in the Spring.

The back room was previously used as storage but has been repurposed to allow 3 more workstations for staff to spread out.

We've had the current book sorter for 8 years and its at the end of its life. There is money in reserves for its replacement. Having this sorter helps with human error and automatically checks items in so it is an essential function in the library. Presently it is a 5-bin sorter but we could look into a 3-bin sorter for cost savings.

COMMITTEE REPORTS

None.

NEW BUSINESS

Trustee Morris reminded the board that the library holiday luncheon is on Wednesday.

Trustee Laureys resigned and Trustee Morris and Director Greenup are looking to schedule an exit interview. Nothing is critical at this point in regard to filling his role but we need to fill the VP position urgently.

Trustee Morris said the HVAC project is still in the works and will look at different options. There are four units operating right now so if one goes down the others can work to fill the gap.

ACTION: 2022 MEETING DATES

Trustee Flanagan motioned to approve the dates; Trustee Sorensen seconded.

Roll call vote

YES: Coburn, Flanagan, Morris, Pankey, Sorensen

NO: none

ABSTAIN: none

ABSENT: Coolidge

Motion carried.

ACTION: APPOINTMENT OF VICE PRESIDENT

Trustee Morris would like to nominate Trustee Sorensen, Trustee Coburn seconded.

Roll call vote

YES: Coburn, Flanagan, Morris, Pankey, Sorensen

NO: none

ABSTAIN: none

ABSENT: Coolidge

Motion carried.

DISCUSSION: PER CAPITA GRANT

Director Greenup walked the board through Chapters 8-12.

Chapter 8 goes through what it means to be in a consortium. We are a part of RAILS as our consortium for the state. They do networking, training, collective bargaining for purchasing, and run the interlibrary loan program. We are also part of WorldCat which is part of the international network. We are responsible partners and loan out our items as requested. We meet all the criteria.

Chapter 9 is about public services and we check all the bases. We provide reference librarians the tools necessary to provide to patrons.

Chapter 10, programming looks very different now than what it used to look like and we will ensure we are putting forward every effort to meet this criterion. Would like to develop volunteer opportunities for teens to reach hours and receive other enrichment activities.

Chapter 11 covers technology. We've been lucky that the board has always been a supporter of technology and we continually advance and meet the needs of the community.

Chapter 12, the library does not have marketing plans but we need to implement a strategic plan for the next 3 years and a marketing plan could be included in that plan.

OLD BUSINESS

HVAC is still on the radar.

Trustee Pankey motioned to adjourn, seconded by Trustee Flanagan.

Roll call vote

YES: Coburn, Flanagan, Morris, Pankey, Sorensen

NO: none

ABSTAIN: none

ABSENT: Coolidge

Motion carried.

Meeting adjourned at 7:44pm

Approved January 10, 2022

President

Secretary