

Heyworth Public Library District

119 E. Main Street | P.O. Box 469, Heyworth, IL 61745

Ph. (309)473-2313

July 14, 2020

All citizens are invited to the Heyworth Public Library District Board meetings. Regular meetings are held at 7:00 p.m. on the second Tuesday of each month. There is no December meeting.

Board of Trustees President, Dennis Lawyer, has determined that an in-person meeting is not prudent because of the COVID-19 pandemic, and, therefore, the Board of Trustees is holding a remote meeting. This decision is in compliance with P.A. 100-0640 (SB 2135) signed into law by Governor Pritzker. Information to connect to the meeting is below.

In lieu of in-person public comments, participants can submit written questions or statements ahead of time to the Director at director@heyworthlibrary.com. These will be read aloud by the Director during the public comment portion of the meeting.

Zoom.com

Zoom Meeting ID: 852 9309 8174

Password: 811001

Phone Dial-In: 1-312-626-6799

- A. Call to order – 7:00 p.m.
- B. Roll Call of Trustees
- C. Correspondence, Communications, and Public Comments
- D. Secretary's Report, Kira Stevens
 - a. Read and approve minutes of previous month's board meeting.
- E. Treasurer's Report, Michael Lamb
 - a. Status of Funds
 - b. Approval of Payables and Transfers
 - c. Vote to approve staff raises
 - i. Minimum wage requirements (7%) for clerical staff
 - ii. 2.4% increase for Director and remainder of staff
 - d. Vote to move 10% of Director's salary and 10% of Janitor's salary from Insurance Fund to General Fund.

- i. If staff raises are approved as noted above, the Director's Salary for FY 20/21 will be \$43,002.18.
 - ii. 10% of the Director's Salary and the Janitor's Salary to be moved would be \$4,606.91.
 - e. Vote to move unexpended General Fund revenue of \$11,066.51 from FY 19/20 to Special Reserve Fund.
- F. President's Report, Dennis Lawyer
 - a. Appoint two Trustees to conduct the annual Secretary's Audit before the next board meeting.
- G. Reports from Trustees
 - a. Kathy Clesson, Vice-President
 - b. Tami Koch
 - c. Amy Roehrig
 - d. Lisa Shaffer
- H. Librarian's Report of preceding month:
 - a. Circulation and discussion of data and statistics of library usage
 - b. Gifts/Memorials
 - c. Grounds and Maintenance
 - d. Other Items of Interest
- I. Old Business (Action Items)
 - a. FY 20/21 Budget Discussion
 - i. Vote to adopt the Tentative Budget as presented and to publish it for public review and comment.
 - 1. B & A hearing notice in The Buzz - July 30, 2020
 - 2. B & A Hearing - September 8, 2020
 - b. Review and vote to accept the following:
 - i. Board of Trustee Bylaws
 - ii. Ethics Ordinance 15-10
 - iii. Special Reserve Ordinance 11-1
 - iv. Special Reserve Plan Ordinance 13-2

- c. Review personal information to be sent to McLean County Clerk and Illinois State Library
- J. New Business (Discussion Items)
 - a. Update Disaster Plan
 - i. Director updated Insurance policy numbers and contact information.
 - ii. Trustees need to review document, especially their own contact information.
- K. Adjournment
 - a. Next Meeting, Tuesday, August 11, 2020.