

**MINUTES OF THE NOVEMBER 2020
HPLD BOARD MEETING
Presented January 12, 2021**

The Heyworth Public Library Board of Trustees met November 10, 2020, via online video conferencing service Zoom, with Director Lori Urban and board members Dennis Lawyer (president), Kathy Clesson (vice president), Kira Stevens (secretary), Michael Lamb (treasurer), Amy Roehrig, Tami Koch and Lisa Shaffer present. All votes were conducted by voice roll call.

Absent: None

CORRESPONDENCE | PUBLIC COMMENTS

None

SECRETARY'S REPORT

K.Stevens provided a report of the minutes of the October 2020 meeting, which were approved and filed for audit.

TREASURER'S REPORT

M.Lamb provided the treasurer's report. One out-of-ordinary expense was reported as splitting the e-rate payment into two instead of the traditional one payment. L.Shaffer moved to accept payables, account balances and transactions for the preceding month as presented; A.Roehrig seconded, and the motion passed unanimously. D.Lawyer moved to approve all fund transfers for the preceding month as presented; K.Clesson seconded, and the motion passed unanimously.

M.Lamb also reported the library received its 8th tax disbursement from the county.

PRESIDENT'S REPORT

D.Lawyer reported he went to CEFCU to complete banking documents. He also recommended that the library's Little Free Library stay open during the stretch of nice weather the area is experiencing. He commented that he tested a Wonderbook, which the library is considering purchasing with a donation from the Illinois Prairie Community Fund and was impressed. Furthermore, he purchased a new garden hose for the library as he noticed the one being used was damaged, and gave it as a donation along with a nozzle and tap key.

TRUSTEE REPORTS

L. Shaffer reported the little free library was closed November 9th and opens again March 1, 2021.

COMMITTEE REPORTS

None

LIBRARIAN'S REPORT

L.Urban made her report. See attached for monthly circulation summaries.

OLD BUSINESS | ACTION ITEMS

D.Lawyer moved to purchase a stock of Wonderbooks using ILPCF donation monies. M.Lamb seconded and the motion passed unanimously by roll call vote.

Aye

- D.Lawyer

- K.Clesson
- K.Stevens
- M.Lamb
- A.Roehrig
- L.Shaffer
- T.Koch

Nay

- None

Abstain

- None

L.Shaffer moved to approve Levy Ordinance 20-8. The motion was seconded by A.Roehrig and was approved by unanimous roll call vote.

Aye

- D.Lawyer
- K.Clesson
- K.Stevens
- M.Lamb
- A.Roehrig
- L.Shaffer
- T.Koch

Nay

- None

Abstain

- None

A.Roehrig moved to approve the 2021 proposed meeting dates as presented. K.Clesson seconded and the motion passed by unanimous roll call vote.

Aye

- D.Lawyer
- K.Clesson
- K.Stevens
- M.Lamb
- A.Roehrig
- L.Shaffer
- T.Koch

Nay

- None

Abstain

- None

NEW BUSINESS | ACTION ITEMS

There was no new business to discuss.

MEETING ADJOURNED 7:54 pm

The next meeting will be held January 12, 2021.

Kira Stevens
Board Secretary
Heyworth Public Library District

January 12, 2021

- MINUTES approved on this date: 1/12/21
- MINUTES approved with amendments stapled to this copy on this date: _____

Treasurer's Report
November 10, 2020

FY 20/21

Account Balances – October:

	Beginning	Ending
General – Checking	\$ 10,489.21	\$ 10,488.73
General – Money Market	152,395.81	146,673.66
Gift – CD	51,007.43	51,073.90
Gift – Money Market	17,404.28	17,732.06
Passbook	10,370.38	10,529.35
Petty Cash	79.39	78.90
Insurance Fund	45,175.13	50,106.84
Special Reserve Fund	94,681.66	94,777.84
Due to Insurance Fund	3,625.43	0.00
Total	\$385,228.72	\$381,461.28

Petty Cash Deposit Income: \$ 35.03 \$165.69

Notable or Out-of-Ordinary Expenses Per Fund:

General Fund

10/15/20	Check 8682	E-Rate Funding Solutions, LLC	\$200.00
10/30/20	Check 8690	E-Rate Funding Solutions, LLC	\$100.00

There are two payments because the first invoice was incorrect. \$300 is the normal amount paid for their consultation services annually.

Motion to accept last month's Payables, Account Balances, and Transactions:

First *Lisa Shaffer*
Second *Amy Roehrig*

Transfers:

General Fund – Checking

10/16/20	Mid-month transfer	\$5,000.00
	<i>(General \$4,450.73; Social Security \$549.27)</i>	
9/24/20	End-of-month transfer	\$7,500.00
	<i>(General \$7,443.43; Social Security \$56.57)</i>	

Insurance Fund

10/05/20	7 th Property Tax Distribution (from General Fund)	\$3,625.43
10/22/20	8 th Property Tax Distribution (from General Fund)	\$1,346.11

Motion to accept Transfers:

First *Dennis Lawyer*
Second *Kathy Clesson*

Other highlights:

E-Rate Grant of \$1,359.36 received 10/13/20.

This grant is used to offset monthly internet expenses.

8th Property Tax Distribution received 10/14/20.

The final distribution from tax year 2019 payable 2020 will be received late November or early December. The first distribution for the next tax year will not be received until late May of next year.

Submitted by Michael Lamb
Board of Trustees, Treasurer