Call to Order
Roll Call

Present:

Andrea Bradley
Jenna Griffith
Jon Musgrave
Dr. John O'Keefe
Megan Tate
George Trammell
Kim Walker
Linda Walker
Andrew Wilson
Sarah Watkins - Interim Co-Director

Recognition of Visitors and Visitor Comments:
No visitors.

Minutes:
There was a motion made by Jenna Griffith seconded by Linda Walker to approve the July minutes. All were in favor and the motion passed.

Financial Statement:
Sarah reported that 13.63% of the budget has been spent at this point. There is still a spending freeze: anything over $100 has to be approved unless approved prior to COVID. The motion was made by Jenna Griffith and seconded by John O'Keefe to accept the financial statement. All were in favor and the motion passed.

Director's Report:
- Opened doors 9-5 everyday in July. Still offering curbside.
- The library did an amended summer reading program. The library was given the Dollar General Summer Reading grant. 25 events were held - a mixture of online videos, in person, and come and go. The Dino disco party was held inside due to rain - hit capacity of 50 at one point. Teen End of Summer Reading Party was also held.
- Kelly also did an adult summer reading program.
- David helped the two co-directors transition, went over paperwork, shared needed information.
- Also given iPads in July and Sarah trained the supervisors in different ways to use them.
- Sarah was familiarizing herself with certain procedures, such as the budget process, hiring procedures, etc.
- Signed Intergovernmental agreement with the city (see below).
- Created a COVID exposure plan.
1. Library Activities Summary

2. Circulation & Traffic Report
   1. Sarah reported that circulation went up 3,053 compared to last month.

3. Department Activities Summary
   
   **Children’s Department:** Shelley had weekly Spiderman reading tips, a scavenger hunt across the library, summer front porch story hour. Animal Tales was a virtual option - 85 people viewed. Had a bubble party on the square - had at least 150 participants.

   **Young Adult Report:** Mandee did recurring events for summer reading - movie Mondays and gaming Fridays, three craft nights. A STEAM event with bottle rockets.

   **Adult Department:** Kelly offered different options for the adult summer reading, including a bingo cart type card in which readers could win drawings for prizes.

   Events:
   - Switched to story times. Up to 10 people can sign up for story sessions.
   - Teen craft nights and movie nights
   - Going to do a paint rocket launch for teens outside
   - Kelly is leading adult craft nights and book club for adults
   - PNG events will start in September

4. Grants
   - The Dollar General Summer Reading Grant - awarded $2,000. Spent $500 on the virtual program. The other $1,500 were spent on materials for the program. This will be the third year the library has received the Project Next Generation grant $35,100. It is a reimbursement-based grant now so Sarah had that approved by the mayor’s office in advance. The money will be used for new equipment and to equip the new media lab. Also hiring a part time technology mentor. This will enable the library to offer open lab hours where students can come in and work on their own things.

5. Grants
   - The Dollar General Summer Reading Grant - awarded $2,000. Spent $500 on the virtual program. The other $1,500 were spent on materials for the program. This will be the third year the library has received the Project Next Generation grant $35,100. It is a reimbursement-based grant now so Sarah had that approved by the mayor’s office in advance. The money will be used for new equipment and to equip the new media lab. Also hiring a part time technology mentor. This will enable the library to offer open lab hours where students can come in and work on their own things.

6. SHARE Cloud Library Report:
   - Circulated 39,252 titles during July.

7. Illinois Heartland Library System
   - They have been holding a weekly director’s chat that Sarah was able to attend.

**Committee Reports:**

1. Personnel: David’s last day was July 31. They have received 47 applications for the office assistant position. They have 10 interviews set up with several qualified candidates. The city's HR person is involved in this interview process. The deadline for the director’s position will be September 30. We are going to invite Kelly to attend a board meeting and share with the board what her duties entail. We will also invite other new staff to introduce themselves to the board.

2. Building & Grounds: Paul painted the study rooms on the main floor and the wall outside them. He removed the planters from the community garden and seeded grass. He is also installing cabinets.

3. Finance: See above. Fowlers came out to look at one of the units and also made for several subscriptions.

4. Friends of the Library: They have not met lately but the president has let Sarah know that Friends has re-filed as a 501(c)(3). They are not planning on meeting until 2021.
5. Technology: RB Digital’s newest platform has been acquired by OverDrive. They are currently transitioning libraries who already have OverDrive but Marion should be transitioned by fall because it must be done by October. Staff is also training on the new printing system.

Unfinished Business:
1. The Intergovernmental Agreement Between the City of Marion and Marion Unit #2 to provide library services to Unit #2 students was signed on July 24. Currently have 10 student cards signed up. They are encouraging people who are in the Crab Orchard library district to sign with them if they would like the whole family to have a card. It is limited to children of Marion Unit 2 over 5. Jenna would like the library to encourage students to make use of library services at their school as well.
2. Aikman Trust Project: Had a pre-bid meeting on July 28. 8 contractors showed up and others showed up later in the week as well. Did bidding last Thursday and right now the low bid is slightly higher than the budget so they are trying to adjust.
3. Library HVAC Project: Unit #10 stopped working and Fowler’s said any new freon would not even last 72 hours. Cody said he will propose the project to the city board in the next couple of months. Sarah will continue to be in touch because there is a mold concern in the nonfiction section that #10 should be servicing.
4. Library Director Job Posting: Posted the director’s position on the IHLS job board, as well as in Indiana, Tennessee, Kentucky, online on indeed.com as well as on other websites. Sarah sent it to the city as well but it has not been posted as of Friday. Sarah will follow up with the city again to get it posted.

New Business:
1. Report: Review by the Board of Trustees of Chapters 1-3, in the Standards for Illinois Public Libraries 4.0, for Per Capita Grant Requirements. Sarah shared the PDF to all board members and went over the highlights. Chapter 1 defines a public library as an organized collection of printed library materials, paid staff, regular schedule, and supported by public funds. It also goes over core standards for libraries. Chapter 2 is all about governance and administration requirements. Chapter 3 covers personnel requirements.
2. Payment of bills: A motion was made by Linda Walker and seconded by Andrea Bradley to pay the August bills. All were in favor and the motion passed.
3. John O’Keefe announced that the officers committee has nominated the same officers: George for president, Andrea for vice president, Kim as treasurer, and Megan as secretary. John O’Keefe made a motion to accept the nominations from the committee and Jenna Griffith seconded. The motion passed.
4. The next meeting will be September 14, 2020.
Adjournment: John O’Keefe made a motion to adjourn at 7:26, second by Andrew Wilson, all were in favor.