MARION CARNEGIE LIBRARY
BOARD OF TRUSTEES MEETING
6:30 p.m., Monday, July 20, 2020

Call to Order
Roll Call

Present:
Andrea Bradley
Jenna Griffith
Jon Musgrave - absent
Dr. John O’Keefe
Megan Tate
George Trammell
Kim Walker
Linda Walker
Andrew Wilson
David Patton - Director

Recognition of Visitors and Visitor Comments:
Sarah Watkins, Interim Co-Director of Marion Carnegie Library, and Katie Stotlar, Interim Co-Director of Marion Carnegie Library, were visiting to discuss their roles and the current situation of the library. Cody Moake, chief of staff for the mayor, was in attendance.

Minutes:
There was a motion made by Linda Walker seconded by Kim Walker to approve the amended March minutes. All were in favor and the motion passed.

Financial Statement:
David reported that 6.79% of the budget has been spent at this point. That is due mostly to the library being closed for several months. There is a spending freeze: anything over $100 has to be approved unless approved prior to COVID. The motion was made by John O’Keefe and seconded by Jenna Griffith to accept the financial statement. All were in favor, motion passed.

Director's Report:
- Closed the library on March 16 and did not reopen until June 1. During May, David had some health concerns. He decided with his wife that it was time for him to retire.
- He decided that Sarah and Katie would be good to handle things on an interim basis. Sarah is in charge of the Administrative side and Katie is in charge of the personnel and business side. He has been working part time since then. David says they are very quick studies and it is going well.
- March 21 all library employees went on furlough and were off until June 1.
- The supervisors planned curbside service and started on June 9. They adapted as things went and in the end it worked out well. 243 patrons utilized this service. The library is still offering curbside until further notice. They also started a virtual summer reading program on July 1. The library had a booth at the Marion United event.
• Full-time staff returned to work June 22. The staff trained on COVID standards and curb-side procedures.
• The library opened to inside public use June 29, 2020. They don’t require masks but strongly suggest it. They have sanitation stations, they practice social distancing, and had greeters at the door at the beginning to advise patrons of the new procedures.
• Summer reading activities began July 6.

1. Library Activities Summary
2. Circulation & Traffic Report
   1. David reported that traffic went down by 3,431 in March due to only being open half a month. Digital traffic did increase.
3. Department Activities Summary
   Children’s Department: All the guest readers for the Story Hours had already been booked, programs had been planned, but everything was cancelled. March still saw 303 people come to Children’s programs. Shelley spent a lot of her time weeding the collection and donating some books to Marion Unit 2. As of July 13, the library had 97 children registered for the Summer Program.
   Young Adult Report: Most of the programs were cancelled due to COVID. Mandee spent her time doing deep cleaning and some weeding in the department. In June, she started a virtual book club using TikTok.
   Adult Department: Kelly spent a lot of time working on the collection: weeding the collection and disinfecting those books that came back in. Kelly is going to take over Adult summer reading.

Events:
• Dinosaur Disco event for Summer Reading
• Finishing virtual book club for teens
• In August, there is going to be a story time that parents must register for. There are going to be six events weekly with limited attendance. Everything is capped off at 10 if it is indoors. Kelly is reopening the adult book club on one Saturday night.

5. Grants
• The library did receive the PNG grant for the third year in a row. It will be $35,100 for technology-based programs for children and teens. Hoping to have a technology mentor this fall to offer afternoon activities. A grant specialist at the state level has been sharing the story of the Marion library and how the library has used the funds to increase Marion’s programs for the future and not just for one use.

6. SHARE Cloud Library Report:
• Circulated 36,000 titles during March. 40,000 were circulated in April, 42,000 in May, and 47,000 in June.

7. Illinois Heartland Library System
• They opened up, started delivery again just like the Marion library. They’re back to making their deliveries.

Committee Reports:
1. Personnel: In June, the administrative assistant was terminated while she was still in her probationary period. They didn’t feel that she was able to fulfill the basic duties of the position. She declined to resign so she was terminated. They are hiring for an office assistant.
2. Building & Grounds: Paul was in charge of getting the building ready: cleaned and sanitized. He stripped and waxed floors, painted, patched walls, and hauled away scrap. The fire department came to the library to evaluate the building and Paul had some things to fix after their visit. There was an emergency exit that needed to be moved and other minor items. There was a flood at the end of June due to a sump pump going out. There was only a small damaged area that has already been fixed.

3. Finance: See above

4. Friends of the Library: They sponsored the summer reading program with $600. They plan to hold off any future sales until 2021.

5. Technology: There was a donation of some equipment including three iPad pros and 2 iPad minis that the library will be using for social media, program prep, access to the online card catalogue, and other uses.

Unfinished Business:
1. Updating the Board of Trustees Bylaws: waiting for the city’s new attorney to take care of that.
2. Intergovernmental Agreement Between the City of Marion and Marion Unit #2 to provide library services to Unit #2 students. The goal will be anyone who lives in the school district who has a child in the school district, they will have free access to the library. This plan has not been finalized yet.

New Business:
1. Report: Aikman Trust Project: In 2017, the gift was for $334,00. The library was allowed to spend 5% per year but none has been spent so far. That has accumulated to around $52,000 for those three years. Architect has drawn up plans for remodeling several rooms in the library. Cost estimate is about $35,500. Carpet also needs to be replaced. This would come up to the $52,000 total. There will be a bidding process. The results will be taken to the city council and they will approve the bid or not. The media lab is needed by October for the PNG grant activities to take place.
2. Report: Review by the Board of Trustees of the thirteen chapters in the new Standards for Illinois Public Libraries 4.0. The review must be completed by January, 2021. This is for Per Capita Grant.
3. Report: Library h/vac system project. The mayor is very interested in this project. In total, the project would be about $750,000. The mayor is going to propose a funding mechanism for all of the square projects and this is part of it. Does the board want to contribute money?
4. Payment of July, 2020 bills
5. Officers must be chosen for the year. John O’Keefe is heading a committee with Jenna and Andrew.
6. Plans for selecting Director of the Library. The job has not been posted yet but it will be soon. The deadline will be September 1.
7. Next Meeting August 10, 2020 – Board must have 10 meetings per year.

Payment of bills: A motion was made by Linda Walker and seconded by Andrea Bradley to pay the July bills. All were in favor and the motion passed.

Adjournment: John O’Keefe made a motion to adjourn at 8:06, second by Andrew Wilson, all were in favor.