

Brighton Memorial Library District
Board of Trustees
Minutes from June 11, 2020
First meeting since March 12, 2020 due to COVID-19

Roll Call & Pledge: The monthly meeting was called to order at 6:49 p.m. by President Carolyn Kelly, at the Brighton Memorial Library District. Board members present were Linda Cox, Chris Dunlap, Jacinda Dunlap, and Sheila Wilkie. Absent board members were Elizabeth Harper and Meridel Buscher. Library Director Holly Hasquin was also present.

Recognition of visitors: None

Approval of Minutes:

- A motion to approve the March 2020 meeting minutes was made by Chris Dunlap and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Treasurer's Report:

- Received Jersey County Levy Funds in March.
- April – Direct deposit for \$224.03 was received from the US Treasury 310 Misc Pay.
- Lost a book and it was paid for in April
- Unemployment insurance due
- May – Lazerware was paid and is paid quarterly

- A motion to approve the monthly expense report for the months of March, April and May 2020 in the amounts of March -\$5,128.86, April - \$4,526.38 and May - \$5,163.36 was made by Linda Cox and seconded by Chris Dunlap. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

- A motion to approve the Financial report for March, April and May 2020 was made by Linda Cox and seconded by Jacinda Dunlap. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

- Paypal – \$1421.02 currently in Paypal account.

- A motion to allow Sheila to transfer from the Paypal account to the First Bank Account if necessary, at her discretion was made by Chris Dunlap and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

- On April 23, 2020 the first CD needed action, interest was at .650% previous was 1.71% Extended CD for 6 months. Our interest is being deposited into our savings account. We have \$565.16 in the savings.

- A motion to allow Sheila to transfer from the Special Reserve Funds at her discretion, if necessary through August 30, 2020 was made by Jacinda Dunlap and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- Quickbooks took out \$215.00 and then \$55 for payroll, increasing fees.
- Sheila will be working on the budget. Annual report is due. Prepare a budget during next meeting.
- We have received information from Jersey and Macoupin concerning Corporate, Insurance and Social Security Levy's. Macoupin County Corporate. All of these are increasing this year over last year. Corporate Jersey went down slightly.

Librarian's Report:

- Less business, obviously with the pandemic situation. Library closed due to COVID-19. Open since June 1, 2020, curbside.
- All positive feedback opening thus far with curbside pickup. Patrons call to order and get a delivery time notice call and meet curbside. Employees are wearing masks.
- Hayner Library will be opening soon and book holds will not be delivering until at least July 1, 2020.
- A motion to accept the Librarian's Report was made by Chris Dunlap and seconded by Jacinda Dunlap. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Correspondence: Thank you card to the board from Librarians and staff from library.

New Business:

- June 26- will be Restore Illinois Phase 4 – changes possibly upcoming.
- Continue curbside until next Board meeting. Allow computer usage by appointment only.
- Holly took care of the book drop during closure. Holly also took a tote of books to Edwardsville.
- The board agrees to keep business hours as-is.
- Ordinance 2101 Regular Meetings of the Library. Same Thursdays every month @ 6:30 p.m., except December. No meeting in December.
- A motion was made to accept the ordinance 21-01 Regular Meetings of the Library by Chris Dunlap and seconded by Sheila Wilkie. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- Posted June 11, 2020 The Governor is considering giving all kids library cards.
- Should we increase price on Non Resident library cards to \$60.00. Beginning July 1, 2020.
- A motion to increase the price of the library card membership for a Non-Resident to \$60 annually, effective July 1, 2020, was made by Sheila Wilkie and seconded by Chris Dunlap. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

- Summer Reading – Virtual program with scavenger hunts, crafts, all digital and utilizing website for the activities. Community goal. June 15 – August 15, 2020.
- Susan will be off for the summer and return in the Fall.

- A motion was made to hire Molly Hasquin for the virtual Summer Reading program by Jacinda Dunlap and seconded by Linda Cox. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

Date/Time of next meeting: Thursday, July 9, 2020

Adjournment: Motion was made by Jacinda Dunlap at 8:51 p.m.

Respectfully submitted by: Jacinda Dunlap, Secretary