

**Brighton Memorial Library District
Board of Trustees
Minutes from July 9, 2020**

Roll Call & Pledge: The monthly meeting was called to order at 6:31 p.m. by President Carolyn Kelly, at the Brighton Memorial Library District. Board members present were Meridel Buscher, Linda Cox, Jacinda Dunlap, Elizabeth Harper and Sheila Wilkie. Library Director Holly Hasquin was also present. Chris Dunlap arrived at 6:38 p.m.

Recognition of visitors: None

Approval of Minutes:

- A motion to approve the June 11, 2020 meeting minutes was made by Meridel Buscher and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: absent, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Treasurer's Report:

- \$664.26 Interest has been earned on the Altonized Account
- Chris Dunlap joined the meeting at 6:38 p.m. during Treasurer's report
- Reviewed proposed budget.
- A motion to approve the monthly expense report for June 2020 in the amount of \$5,120.06 was made by Jacinda Dunlap and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion to approve the Financial report for June 2020 was made by Elizabeth Harper and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Librarians Report:

- Attendance was 181. This is a positive pickup, considering. Otherwise slow.
- Website visits went up – Summer Reading program is full swing and online
- Hours of Operation? What are the plans...Old Business
- Meridel Buscher departed meeting at 7:45 p.m. during Librarians report.
- A motion to accept the Librarian's Report was made by Elizabeth Harper and seconded by Chris Dunlap. Roll Call: Buscher: absent; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Correspondence: None

Old Business:

- Strategic Planning – no discussion
- Parking Lot – to be continued at this time. Joe's Pizza customers and employees using the lot, also.
- Re-opening- COVID-19- Discussion
- Due to the unprecedented event of COVID-19 the library board has been forced to decrease hours of operation for the library. This also brings forth a discussion about labor hours and changes necessary.
- A motion was made to continue the decreased hours of operation, curbside pick-up, and additional library sanitation and operational procedures as was outlined in Restore Illinois Phase 3 by Linda Cox and seconded by Sheila Wilkie. Roll Call: Buscher: absent; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

New Business:

- Tentative Budget Ordinance 21-02 review
- Tentative budget still shows a small deficit. All expenses have been reviewed and decreased or eliminated if possible. Income is not guaranteed. To consider any additional reduction to expenses, the board must review wages and labor hours.
- Holly Hasquin departed meeting at 8:08 p.m.
- A motion was made to enter Closed Session as per the OMA to discuss the appointment, employment, compensation, performance, of employees and deliberations concerning salary schedules for one or more classes of employees; at 8:10 p.m. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made by Chris Dunlap and seconded by Elizabeth Harper to end closed session: at 8:17 p.m. Roll Call: Buscher: absent; Cox: yes; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made by Chris Dunlap and seconded by Elizabeth Harper to reduce the amount of librarian hours to a total of 18 per week to decrease labor wages. Roll Call: Buscher: absent; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion was made to keep current employee hourly wages the same was made by Chris Dunlap and seconded by Elizabeth Harper. Roll Call: Buscher: absent; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.
- A motion to accept the tentative budget was made by Chris Dunlap and seconded by Elizabeth Harper. Roll Call: Buscher: absent; Cox: yes ; C. Dunlap: yes, J.Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

Date/Time of next meeting: August 13, 2020 at 6:15 p.m.

Adjournment: Motion made by Elizabeth Harper to adjourn at 8:21 p.m.

Respectfully submitted by: Jacinda Dunlap, Secretary