

**Brighton Memorial Library District  
Board of Trustees  
Minutes from October 8, 2020**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:36 p.m. by President Carolyn Kelly, at the Brighton Memorial Library District. Board members present were Meridel Buscher, Linda Cox, Elizabeth Harper, Jacinda Dunlap, and Sheila Wilkie. Library Director Holly Hasquin was also present. Chris Dunlap was absent.

**Approval of Minutes:** A motion to approve the September 10, 2020 meeting minutes was made by Elizabeth Harper and seconded by Meridel Buscher. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: absent, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- Altonized was updated via form required. CD due on October 23, 2020,
- Income received Macoupin County Levy tax
- Wages are lower than budgeted.
- A motion to approve the Financial report for September 2020 was made by Jacinda Dunlap and seconded by Linda Cox. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: absent, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes
- A motion to approve the monthly expense report for September 2020 in the amount \$3643.73 was made by Meridel Buscher and seconded by Elizabeth Harper. Roll Call: Roll Call: Buscher: yes; Cox: yes; C. Dunlap: absent, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes

**Librarians Report:**

- Attendance is steady; average 9 persons per day.
- Computer usage and Checkouts have increased.
- 2 new members; 7 renew
- Hours of operation are going well; 2 persons working.
- Books are still being held 7 days in bins.
- Grant for PPE. Looking to see about plexiglass on the desk. UV Wands possibly.
- A motion to approve the librarians report was made by Elizabeth Harper and seconded by Shelia Wilkie. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: absent, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes

**Correspondence:** None

**Old Business:**

- Strategic Planning – Awning- 20 years old – Holly will secure 2 bids - Outdoor sign needs to be replaced or updated / remove trash can. Discussion about painting/updating book drop.
- Parking Lot – Holly will get bids for the lot.
- Re-opening COVID – Holly and Becky are comfortable for patrons to come into the library. Allow 5 patrons at one time. Signs on door and social distancing suggested. Hand sanitizer. Monday, October 12, 2020 start

**New Business:**

Per Capita Requirements – To receive grant each Board Trustee member must go through Serving our Public 4.0 Standards. Holly will email the information to the board.

**Date/Time of next meeting:** November 12, 2020 at 6:30 p.m.

**Adjournment:** Motion made by Meridel Buscher to adjourn at 7:22 p.m.

**Respectfully submitted by:** Jacinda Dunlap, Secretary