

**Brighton Memorial Library District  
Board of Trustees  
Minutes from January 14, 2021**

**Roll Call & Pledge:** The monthly meeting was called to order at 6:34 p.m. by President Carolyn Kelly, at the Brighton Memorial Library District. Board members present were, Meridel Buscher, Linda Cox, Chris Dunlap, Jacinda Dunlap, and Sheila Wilkie. Library Director Holly Hasquin was also present. Elizabeth Harper was absent.

**Approval of Minutes:** A motion to approve the November 12, 2020 meeting minutes was made by Meridel Buscher and seconded by Linda Cox. Roll Call: Buscher: yes Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

**Treasurer's Report:**

- Lien Tax Revenue received for Macoupin and Jersey. January's has been deposited.
- \$853.72 of interest in Altonized Account earned
- Budget accounts are in good shape. Expenses are down. 47% at the end of December for wages.
- May have 3 IRS payments in January.
- W2 Forms and Quarterly reports will be done in January.
- A motion to approve the Financial report for December 2020 was made by Chris Dunlap and seconded by Jacinda Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent Kelly: yes; Wilkie: yes.
- A motion to approve the monthly expense report for December 2020 in the amount \$4314.75 was made by Meridel Buscher and seconded by Chris Dunlap. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.

**Librarians Report:**

- Attendance is still strong and increased in December. Current hours are working well. May want to consider changing hours when we re-open due to the timing and flow of patrons.
- Lower computer usage in December.
- A lot of renewing library cards.
- Book sales \$35.25. Donations totaled \$58.90.
- The library is currently holding books for 7 days before re-renting.
- 2 volunteers are still assisting.
- Grant money PPE has been spent. Holly has begun purchasing books for the grant received for the children's books. If you have any favorites, ask Holly. Holly has been asking for feedback.
- A motion to approve the librarians report was made by Sheila Wilkie and seconded by Linda Cox. Roll Call: Buscher: yes Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: yes; Kelly: yes; Wilkie: yes.

**Correspondence:** None

**Old Business:**

Strategic Planning – Cosmetic

- Parking Lot – has been repaired. Long Excavating and Paving
- Awning – Holly will contact a few more awning companies and bring to next meeting.
- Signage – Holly received bids from several different companies. Will continue discussion next month.
  
- Re-opening COVID- currently keep current hours of operation and employee hours.

- Per Capita Requirements – deadline is March. Board will review the Chapters and will plan to complete the checklist at February meeting.

***New Business:***

- IL Heartland is gifting their vehicles that they have previously used. Grant process. Surplus vehicles grant. Could use the vehicle book mobile.
- A motion was made by Sheila Wilkie and seconded by Jacinda Dunlap for Holly to apply for IHLS surplus Vehicles Grant. Roll Call: Buscher: yes; Cox: yes; C. Dunlap: yes, J. Dunlap: yes; Harper: absent; Kelly: yes; Wilkie: yes.
- Summer Library plan- Holly is beginning planning.

***Date/Time of next meeting:*** February 11, 2021 at 6:30 p.m.

***Adjournment:*** Motion made by Meridel Buscher to adjourn at 7:52 p.m.

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