

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Minutes of the Regular Board Meeting
June 13, 2020

President Gary Holcomb called the meeting to order at 9:04 am.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker (via phone), Merrionna Pierce and Roger Strasemeier. Catherine Boettcher arrived at 9:10 am.
2. Minutes: A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the minutes of May 10, 2020. Four ayes, 1 abstain, motion carries.
3. Correspondence: None
4. Legal Counsel: Director Williams-Baig stated that the Library is awaiting the financial calendar.
5. Librarian's Report: As presented.
6. Committee Reports:
 - A. Budget and Finance: June monthly Financial Report presented and attached.
 - B. Policy and Bylaws: An overview of the policies to be discussed occurred.
 - C. Personnel: None
 - D. Public Relations: None
7. Unfinished Business:
 - A. The Alcohol Policy was reviewed and discussed. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to approve. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
 - B. The Employee job descriptions were reviewed and discussed. Language was amended on the Director and Assistant Director description as it relates to education was changed. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the job descriptions with the changes suggested. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
 - C. Continuing education and the subsequent timeline for the Director and Assistant Director was discussed. It was decided that neither employee would pursue continued education at this time due to a lack of funding.
 - D. The proposed FY 2020-2021 budget was reviewed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to begin budget preparations with these numbers. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
8. New Business:
 - A. A discussion was held regarding the Phase 4 procedures released by the Governor. The board reviewed in person programming, person limits and mask requirements.
 - B. The Temporary Re-opening policy was reviewed. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the policy. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
 - C. Director Williams-Baig the options for ILA (Illinois Library Association) membership. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase an institution membership as well as an individual membership for Director Williams-Baig. . Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.

9. Audience to the Public: None

10. Adjournment: A motion was made by Catherine Boettcher and seconded by Roger Strasemeier to adjourn the meeting at 10:57 A.M. Five ayes and zero nays. Motion carried.

Respectfully submitted,
Catherine Boettcher, Secretary