

**MINUTES OF THE MAY 2021  
HPLD BOARD MEETING  
Presented June 8, 2021**

The Heyworth Public Library Board of Trustees met May 11, 2021, via online video conferencing service Zoom, with Director Lori Urban and board members Dennis Lawyer (president), Kathy Clesson (vice president), Kira Stevens (secretary), Michael Lamb (treasurer), Amy Roehrig, Tami Koch, and Lisa Shaffer present. All votes were conducted by voice roll call.

Absent: None

**CORRESPONDENCE | PUBLIC COMMENTS**

Board members each received a certified letter from the village of Downs notifying them of an annexation hearing.

**SECRETARY'S REPORT**

K.Stevens provided a report of the minutes of the April 2021 meeting, which were approved and filed for audit.

**TREASURER'S REPORT**

M.Lamb provided the treasurer's report for April 2021. There were no out-of-ordinary expenses. A.Roehrig moved to accept payables, account balances and transactions as presented; L.Shaffer seconded, and the motion passed unanimously. K.Clesson moved to approve all fund transfers as presented; D.Lawyer seconded, and the motion passed unanimously.

**PRESIDENT'S REPORT**

The president reported that he participated in a budget committee meeting. Furthermore, he reported his participation in an online Facebook discussion regarding the landscaping mound behind the library.

**TRUSTEE REPORTS**

L.Shaffer made her report regarding the Centennial Park Little Free Library.

**COMMITTEE REPORTS**

The budget committee's FY 2021-2022 budget recommendations are presented in the trustee's packet of information.

A.Roehrig and L.Shaffer reported the evaluation form was aligned with the director's job description. Going forward the committee will provide a recommendation regarding an increase in director's compensation.

**LIBRARIAN'S REPORT**

L.Urban made her report. See attached for monthly circulation summaries and the report.

She reported that due to the library's prevailing wage requirement, the cost estimate for the YA bookshelf requested last session will increase by approximately \$3,000 for labor. The increase will come out of next FY's general fund.

**OLD BUSINESS | ACTION ITEMS**

The board discussed adding the Hoopla application for books, movies and music and

directed the director to proceed at her discretion.

The board discussed Covid reopening guidelines per IDPH and CDC and the president determined the June HPLD board meeting will be held in person and will follow IDPH and CDC recommendations in place at that time.

The board discussed Chapters 5 and 6 of Serving Our Public 4.0: Standards for Illinois Public Libraries. Chapter 5 pertains to maintenance of the library facility and grounds, and Chapter 6 pertains to safety for patrons and planning for emergencies.

The board reviewed the proposed non-resident card fee and approved it as presented. L.Shaffer moved to accept the proposed non-resident card fee, M.Lamb seconded, and the vote passed unanimously.

A motion was made by M.Lamb and seconded by D.Lawyer to approve the additional labor cost for the YA shelving, which passed by unanimous roll call vote.

D.Lawyer moved to approve Andersen Electric's proposal to retrofit all building light fixtures to LEDs. K.Clesson seconded, and the motion passed by unanimous roll call vote.

The board discussed the budget for next fiscal year beginning July 2021, including adding employee shifts on Tuesday and Friday mornings, staff raises, and reallocating tax levy line items due to reaching fund targets.

**NEW BUSINESS | ACTION ITEMS**

For the next meeting, the board will review banking ordinance 21-3 and the investment of public funds policy.

**MEETING ADJOURNED** 8:11 pm  
The next meeting will be held June 8, 2021.

Kira Stevens  
Board Secretary  
Heyworth Public Library District

- MINUTES approved on this date: 6/8/21
- MINUTES approved with amendments stapled to this copy on this date: \_\_\_\_\_