

STREATOR PUBLIC LIBRARY

Board Minutes

April 21, 2020

President Dave Reed called the April meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m. (This meeting was conducted using ZOOM)

Present were board members Jane Farero, Gloria Gubbels, Spencer Lawrence, Theresa Lukach, Ellen Park, Dave Reed, Gary Wheeler, and Ellen Vogel and Library Director Cynthia Maxwell. Board member Ed Brozak was absent.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the February meeting. Motion by Spencer Lawrence to accept the minutes as presented. Seconded by Ellen Park. Motion passed by voice vote.

FINANCIAL REPORTS

The treasurer's report for February was presented. Motion by Gary Wheeler to accept the report as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

The treasurer's report for March was presented. Motion by Ellen Park to accept the report as presented. Seconded by Ellen Vogel. Motion passed by voice vote.

There were no bills presented for payment.

CORRESPONDENCE

No correspondence was presented.

LIBRARY DIRECTOR'S REPORT

The library closed to the public on March 17, 2020 as a safety measure due to the COVID-19 outbreak.

Dick's Flooring will be installing the carpet in the Ralph Plumb Room during the closing.

The estimated cost of the roof repairs, \$960, is below our insurance deductible.

Work is continuing on the meeting room.

Staff has completed weeding the non-fiction section. Staff is also reviewing and correcting errors in library records.

Director Maxwell has completed approximately 80% of the scheduled records disposal. The library website has been updated and FY2019 audit requests have been completed.

PRESIDENT'S REPORT

Board members were given an accounting of the revenue and expenditures related to the library referendum. \$392.29 remains in the fund.

Motion by Spencer Lawrence to add the \$392.29 to the designated funds account. Seconded by Gary Wheeler. Motion passed by voice vote.

Director Maxwell is to send a thank you note to Friends of the Streator Public Library for their donation to the referendum fund. A thank you note is to be sent to Scot Wrighton for his help with the referendum.

COMMITTEE REPORTS

There were no committee reports presented.

UNFINISHED BUSINESS

Director Maxwell is to contact Ed Brozak about his discussion with Three Trees and summer yardwork and landscaping.

NEW BUSINESS

Director Maxwell would like to order carpet for the director's office, the staff breakroom, and the cataloger's office that matches the carpet being installed in the Ralph Plum Room. The carpet in each of these rooms is in poor condition and could be a safety hazard. The cost would be \$2869.50. Motion by Spencer Lawrence to purchase the necessary carpet at a cost of \$2869.50. Seconded by Theresa Lukach. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 5 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary