

STREATOR PUBLIC LIBRARY

Board Minutes
February 15, 2022

President David Reed called the February meeting of the Streator Public Library Board of Trustees to order at 4:30 p.m.

President Reed administered the oath of office to new board member Darcy Mollo.

Present were board members Jane Farero, Gloria Gubbels, Darcy Mollo, David Reed, Gail Russell, Ellen Vogel, and Gary Wheeler and Library Director Cynthia Maxwell.

Board member Spencer Lawrence was absent.

SECRETARY'S REPORT

Board secretary Jane Farero presented the minutes of the December meeting. Motion by Ellen Vogel to accept the minutes as presented. Seconded by Gary Wheeler. Motion passed by voice vote.

The January board meeting was cancelled due to the lack of a quorum.

FINANCIAL REPORTS

The December financial report prepared by Lauterbach & Amen was presented. Motion by Ellen Vogel to accept the report as presented. Seconded by Gail Russell. Motion passed by voice vote.

The January financial report prepared by Lauterbach & Amen was presented. Motion by Gary Wheeler to accept the report as presented. Seconded by Gloria Gubbels. Motion passed by voice vote.

No bills were presented for payment.

CORRESPONDENCE

No correspondence was presented.

PRESIDENT'S REPORT

No report was presented.

LIBRARY DIRECTOR'S REPORT

Director Maxwell's report for December through January included the following

Bees have been removed from the south air handler and the unit is now functioning.

The SAT grant has been submitted with all the appropriate documentation.

On December 17 the staff held their annual holiday get together.

Director Maxwell completed all the staff evaluations before the December board meeting.

Director Maxwell's report for January through February included the following

The cleaned air handler unit has triggered a fire trouble alarm. The second alarm was triggered by low batteries in the unit. Getz has been notified of the problems.

Library staff and patrons will be required to wear masks and observe mandated protocols until the library is notified of a change for this type of facility.

Director Maxwell attended the PrairieCat Delegate Meeting on January 25, 2022. RAILS is encouraging libraries to join “Find More Illinois” as a future alternative to OCLC. The fees for the service for 2022 are being waived.

A patron has been asking personal inappropriate questions about a staff member. The situation has made the library staff very uncomfortable. The patron has received a verbal warning about his inappropriate behavior and an incident report has been placed on file about this behavior.

Director Maxwell will be sending an e-mail to board members in the next few days about a trustee gmail account she has developed.

No staff meeting was held due to extensive sickness among staff members.

COMMITTEE REPORTS

Building and Grounds Committee/ No report given.

Finance Committee/ No report given.

UNFINISHED BUSINESS

Director Maxwell has not received any information from CORE on the items still not completed in the Soderstrum Room.

At this time, no contractor has been found to finish the ceiling in the staff breakroom.

Tomorrow at 9 a.m. cameras will be used to investigate the foundation under the front stairs leading to the second floor of the library.

NEW BUSINESS

Ellen Vogel, Spencer Lawrence, Jane Farero and President Reed will be meeting in the coming week to finalize where hard copies of the library survey will be placed. At that time it will also be determined how long the surveys will be available to the public.

A library board member expressed concern about the front steps are not being cleared of snow and ice when necessary. In the past there has been a problem of what can be used on the steps for ice removal without damaging the integrity of the steps. Director Maxwell is to look into what can be done to make the steps useable under adverse weather conditions.

Protocols for what needs to be done when the library staff is exposed at the library by a patron with Covid 19 are in place.

A serious problem with the boiler has been identified and a valve needs to be replaced as soon as possible. The cost of the replacement is \$4,515. Motion by Ellen Vogel to replace the valve at a cost of \$4,515. Seconded by Gail Russell. Motion passed by voice vote.

There being no other business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Jane Wreith Farero
Board Secretary

