

Coal City Public Library District

Regular Board Meeting

August 25, 2020

**CALL TO ORDER**

President Lois Phillips called the regular monthly meeting of the Coal City Public Library District Board of Trustees to order at 6:30 pm.

**ROLL CALL**

Communications Coordinator called the roll.

Trustees present:

Carol Crawford	Becky Sipple
Renee McLuckie	Steve Smith
Kris McPherson	Debi Trotter
Lois Phillips	

Others present:

Jolene Franciskovich, Director  
Leah Bill, Assistant Director  
Cindy Starks, Communications Coordinator

**CORRECTIONS TO AGENDA**

No corrections were made to the agenda.

**CONSENT AGENDA**

1. July 14, 2020 Regular Board Meeting Minutes
2. Action of Bills
3. Firearms Policy
4. Freedom of Information Act Policy
5. Library Parking Lot Policy
6. Unattended Children in the Library Policy

Motion by Debi Trotter and second by Renee McLuckie that

**The Board approve the consent agenda items: 1. July 14, 2020 Regular Board Meeting Minutes, 2. Action of Bills, 3. Firearms Policy, 4. Freedom of Information Act Policy, 5. Library Parking Lot Policy, and 6. Unattended Children in the Library Policy.**

Motion carried by roll call vote.

Ayes: McLuckie, Sipple, Smith, Trotter, McPherson, Crawford, and Phillips

Nays: None

### **CORRESPONDENCE**

The CCHS Class of 1966 donated “The Velveteen Rabbit – Classic Edition” in memory of Donna Benson Arnold. The Coal City American Legion donated a flag recycle lock box. The Albrecht Family donated \$50 in memory of Beverly Kuzel. Ali and Brent Scrogam donated a Town Memorial Throw Blanket in memory of Donald (Jimmy) Scrogam which is on display upstairs in the reference area. The Charles Barth Family donated \$250 in honor of Carol Lavezzi. Jolene Franciskovich donated the book “Classic Car: The Definitive Visual History” in memory of Donald Scrogam.

### **PUBLIC COMMENT**

None.

### **TREASURER’S REPORT**

Chairman McLuckie presented a written treasurer’s report (attached). The report will be filed for audit.

### **DIRECTOR’S PROGRESS AND SERVICE REPORT**

Library Director Jolene Franciskovich submitted the director’s report, which included the statistics for July (attached). Director Franciskovich added to the report that there was an Appendix A of definitions in the Board of Trustee packets to assist with reading the Serving Our Public Library 4.0: Standards for Illinois Public Libraries.

Assistant Director Leah Bill presented a report to the Board of Trustees. Ms. Bill indicated that since Covid-19 phases were initiated she has done the following: (1) implemented CreativeBug, a crafting resource for library patrons, (2) added the Chat option on the library’s website, (3) researched, trained on, implemented, and conducted staff training on using Beanstack for the Summer Reading Program, (4) learned video repair, editing and screen capture skills, (5) worked with PrairieCat to give patrons access to Ancestry from their homes, (6) did a video tutorial for Hoopla on Facebook, (7) launched the photo exhibit on the website, (8) worked on National Library Card week bingo cards, (9) trained on the Sculpto 3D printer, (10) added 11 more Hotspots, and (11) set up Facebook to handle exercise and storytime videos.

### **STANDING COMMITTEE REPORT**

#### **Budget**

Chairman Renee McLuckie discussed the adoption of the Budget & Appropriations Ordinance. Motion by Renee McLuckie and second by Steve Smith that

**The Board adopt Ordinance No. 20-1 Budget & Appropriations Ordinance FY 2020-2021.**

Motion carried by roll call vote.

Ayes: Crawford, McLuckie, Sipple, Smith, Trotter, McPherson, and Phillips

Nays: None

**Policy**

Chairman Crawford scheduled a meeting on Friday, September 4 at 10 am in the Annex to review the (1) Computer & Internet Use Policy, (2) Credit Card Policy, (3) Investment Policy, and (4) Patron Use & Behavior Policy.

**AD HOC COMMITTEE REPORT**

**Minute Review Committee**

Chairman Smith presented the Board of Trustees with the Minute Review Committee report.

Motion by Steve Smith and second by Debi Trotter that

**The Board approve date changes to the August 20, 2019 Public Hearing minutes and the August 20, 2019 Regular Board meeting minutes.**

Motion carried by roll call vote.

Ayes: Sipple, Smith, Trotter, McPherson, Crawford, McLuckie, and Phillips

Nays: None

**NEW BUSINESS**

**Secretary's Audit**

Chairman Smith presented the Secretary's audit for FY 2019-2020.

Motion by Steve Smith and second by Renee McLuckie that

**The Board approve the Secretary's audit for FY 2019/2020.**

Motion carried by voice vote.

Ayes: 7

Nays: 0

**ANNOUNCEMENTS**

September 2 Trustee agenda items deadline

September 7 Library closed for Labor Day

September 8 Regular monthly meeting of the Coal City Public Library District  
at 6:30 pm in the Library Meeting Room, 85 N. Garfield Street, Coal City

**ADJOURNMENT**

Motion by Debi Trotter and second by Steve Smith that

**The Board adjourn.**

Motion carried by roll call vote.

Ayes: Smith, Trotter, McPherson, Crawford, McLuckie, Sipple, and Phillips

Nays: None

Meeting was adjourned at 7:00 p.m.

Signature: \_\_\_\_\_ September 8, 2020  
Carol Crawford, Secretary