

PEORIA HEIGHTS PUBLIC LIBRARY  
REGULAR MEETING  
July 14, 2020

The regular meeting of the Board of Trustees of the Peoria Heights Public Library was held on July 14, 2020 in the large meeting room and via Zoom. All members attended in person. Jeanette Hillyer called the meeting to order at 4:30 p.m.

ROLL CALL: The following members answered the roll call: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, Becci Bush and Jennifer Dunaway.  
Also present: Shawn Edwards, Director

MINUTES: The minutes of the regular meeting of June 2020 were approved as printed.

PUBLIC COMMENTS: No one from the public was present to offer comments.

BILLS: After examining the bills, Margy Simmons moved, seconded by Anne Lockhart that the bills be approved and paid. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

MAY TREASURER'S REPORT  
July 14, 2020

**HEIGHTS BANK CHECKING**

BEGINNING BALANCE April 30, 2020.....	<b>\$213,918.73</b>
<b>INCOME</b>	
Fines, rent, etc. ....	\$0.00
TOTAL INCOME .....	<b>\$0.00</b>
<b>DISBURSEMENTS</b>	
May Salaries and Bills .....	\$33,602.22
TOTAL DISBURSEMENTS .....	<b>\$33,602.22</b>
<b>ENDING BALANCE May 31, 2020</b>	<b>\$180,316.51</b>

**ILLINOIS FUNDS MONEY MARKET**

BEGINNING BALANCE April 30, 2020.....	<b>\$243,900.38</b>
<b>INCOME</b>	
Interest .....	\$152.32
TOTAL INCOME .....	<b>\$152.32</b>

DISBURSEMENTS

..... \$0.00

TOTAL DISBURSEMENTS ..... \$0.00 **\$0.00**

**Ending Balance May 31, 2020** **\$244,052.70**

**E-PAY INVESTMENT**

BEGINNING BALANCE April 30, 2020 **\$3,549.55**

INCOME

Interest ..... \$2.20

Deposit ..... \$0.00

Total Income ..... \$2.20 **\$2.20**

**Ending Balance May 31, 2020** **\$3,551.75**

**E-PAY SETTLEMENT**

BEGINNING BALANCE April 30, 2020 **\$991.02**

INCOME

Deposit ..... \$5.75

TOTAL INCOME ..... \$5.75 **\$5.75**

DISBURSEMENTS

Illinois Funds ..... \$0.00

Service Charge ..... \$9.97

TOTAL DISBURSEMENTS ..... \$9.97 **\$9.97**

**ENDING BALANCE May 31, 2020** **\$986.80**

TREASURER’S REPORT: The May Treasurer’s Report was submitted and discussed. Anne Lockhart moved, seconded by Jennifer Dunaway that the Treasurer’s Report be approved. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

JUNE TREASURER’S REPORT  
July 14, 2020

**HEIGHTS BANK CHECKING**

BEGINNING BALANCE May 31, 2020 **\$180,316.51**

INCOME

Fines, rent, etc. .... \$420.35

Replacement tax .....	18,706.43	
Richwoods Real Estate tax .....	\$210,255.99	
<b>TOTAL INCOME .....</b>	<b>\$229,382.77</b>	<b>\$229,382.77</b>
<b>DISBURSEMENTS</b>		
June Salaries and Bills .....	\$123,522.96	
<b>TOTAL DISBURSEMENTS .....</b>	<b>\$123,522.96</b>	<b>\$123,522.96</b>
<b>ENDING BALANCE June 30, 2020</b>		<b>\$286,176.32</b>

**ILLINOIS FUNDS MONEY MARKET**  
**BEGINNING BALANCE May 31, 2020**

**\$244,052.70**

**INCOME**

Interest .....

\$90.45

**TOTAL INCOME .....**

**\$90.45**

**\$90.45**

**DISBURSEMENTS**

..... \$0.00

**TOTAL DISBURSEMENTS .....**

**\$0.00**

**\$0.00**

**Ending Balance June 30, 2020**

**\$244,143.15**

**E-PAY INVESTMENT**

**BEGINNING BALANCE May 31, 2020**

**\$3,551.75**

**INCOME**

Interest .....

\$1.31

Deposit .....

\$0.00

**Total Income .....**

**\$1.31**

**\$1.31**

**Ending Balance June 30, 2020**

**\$3,553.06**

**E-PAY SETTLEMENT**

**BEGINNING BALANCE May 31, 2020**

**\$986.80**

**INCOME**

Deposit .....

\$5.75

TOTAL INCOME .....	\$5.75	<b>\$5.75</b>
<b>DISBURSEMENTS</b>		
Illinois Funds .....	\$0.00	
Service Charge .....	\$9.98	
TOTAL DISBURSEMENTS .....	\$9.98	<b>\$9.98</b>
<b>ENDING BALANCE June 30, 2020</b>		<b>\$982.57</b>

TREASURER’S REPORT: The June Treasurer’s Report was submitted and discussed. Tom Horstmann moved, seconded by Becci Bush that the Treasurer’s Report be approved. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

### DIRECTOR’S REPORT

Director Edwards gave the following reports:

Auditors from Meister, Hilton, Chitwood and Associates were at the library on June 22 and 23 for the library’s annual financial audit. The audit draft was sent to trustees recently for review. The board will vote on the final audit at the August meeting.

The library frequently has deposits at Heights Bank in excess of the FDIC secured limit. Insured cash sweeps are sometimes used to insure deposits over the limit, but Heights Bank doesn’t participate in this type of banking program. Director Edwards will speak with Heights Bank about options for insuring library deposits and report to the board at the August meeting.

Reopening the library to patrons is moving closer. Easy-to-clean plastic chairs were purchased from National Business Furniture to replace the cushioned chairs at public computers. Staff is acquiring additional PPE (gloves, masks, hand sanitizer). Grawey Glass will be installing Plexiglas shields at circulation stations and public computers in late July or early August. Once the shielding is installed the library will be able to reopen safely.

Director Edwards presented a policy requiring patrons to wear face masks at all times while in the library. The policy would be enforced until Illinois reaches Phase 5 of the Restore Illinois plan. After discussion, Margy Simmons moved, seconded by Becci Bush that the face mask policy should be approved. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Margy Simmons, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

The library’s lease-to-own agreement with Watts for the Kyocera copier ends on August 3, after which point the library will own the unit. Director Edwards obtained pricing for a yearly maintenance contract on the copier from Watts. They also presented the option of acquiring a lease-to-own agreement on a new Kyocera copier. Director Edwards believes a maintenance contract on the current copier is sufficient for the library’s needs.

An increase for the per capita grant rate was included in the FY2020-21 Illinois budget. The rate for public libraries will increase from \$1.25 per resident to \$1.475. This will result in an increase of roughly \$1,300 for our library.

The Summer Reading Challenge was mostly virtual, but over 50 children participated in the program. Krissy and Lee did a great job putting together programming and take-away design lab kits.

#### PRESIDENT'S REPORT

There was none.

#### NEW BUSINESS

Director Edwards announced that Patty Norbom would be retiring by the end of November.

The next meeting will be held Tuesday, August 11, 2020 in the Local History Room.

#### PUBLIC COMMENTS

No one from the public was present to offer comments.

#### EXECUTIVE SESSION

At 5:12 p.m., Margy Simmons moved, and Anne Lockhart seconded to move into closed Executive Session to discuss 2C1 – Personnel (evaluation of Director Shawn Edwards). ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Margy Simmons, Anne Lockhart, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

At 5:23 p.m., Anne Lockhart moved, and Lisa Reinholtz seconded to return to open session. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Margy Simmons, Anne Lockhart, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried. Director Edwards rejoined the meeting. Discussion and comments followed by the Board and Director.

Tom Horstmann moved, seconded by Margy Simmons to approve a 3.0% raise for Director Edwards. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Margy Simmons, Anne Lockhart, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

#### ADJOURNMENT

With no further business to discuss, Jeanette Hillyer adjourned the meeting at 5:29 p.m.