

PEORIA HEIGHTS PUBLIC LIBRARY
REGULAR MEETING
June 9, 2020

The regular meeting of the Board of Trustees of the Peoria Heights Public Library was held on June 9, 2020 remotely via Zoom. Two members attended in person in the Local History Room. Jeanette Hillyer called the meeting to order at 4:30 p.m.

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

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

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

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

TREASURER'S REPORT: There was no May 2020 Treasurer's Report.

DIRECTOR'S REPORT

Director Edwards gave the following reports:

Curbside service began on June 3. It is available from 11 a.m. to 5:45 p.m. (4:45 on Friday). The drop box opened on June 2 to accept returns during curbside hours. Patron returns and use of curbside has been steady.

RSA will resume material transits on June 29. Patrons will be able to place holds at other RSA libraries and have them delivered to Peoria Heights. Per RAILS standards, returned items must be quarantined for seven days before they are discharged. The seven days may be adjusted when results of studies about the duration of Covid-19 on surfaces is released. Director Edwards expects the library to allow patrons in the building again sometime in July after the Restore Illinois plan reaches Phase 4. Safety measures must be implemented in the library (sneeze guards, plastic chairs, facemask policy, etc.) before opening.

Auditors from Meister, Hilton, Chitwood & Associates will be at the library starting June 29 to begin their annual financial audit.

Director Edwards presented a revised vacation policy. The current policy grants one half of vacation hours on May 1 and the second half on November 1 each year. Vacation granted must be used before the end of each period. Although the policy has generally worked well for staff, there are occasional needs for staff to use more vacation time than is allotted per half year. Additionally, the recent shutdown due

to Covid-19 reduced the days available to take vacation in the first half of the year. The revised vacation policy grants the entire amount of vacation for the year on May 1 to be used or lost by April 30 of the following year. After discussion, Tom Horstmann moved, seconded by Becci Bush to adopt the revised vacation policy. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

Independence Days falls on a Saturday this year. To compensate staff for the lost holiday, Director Edwards requested that the library be closed on Friday, July 3 for Independence Day. Tom Horstmann moved, seconded by Lisa Reinholtz to close the library on July 3 in recognition of Independence Day. ROLL CALL VOTE: Ayes: Jeanette Hillyer, Tom Horstmann, Anne Lockhart, Lisa Reinholtz, Becci Bush and Jennifer Dunaway. No Nays, motion carried.

The Summer Reading Challenge is largely a virtual program this year. Krissy and Lee have designed at-home reading challenges for participants. They are assembling design lab kits for pickup using our curbside service. Krissy and Lee are both holding virtual book clubs via Zoom and also a Netflix viewing party.

PRESIDENT'S REPORT

There was none.

NEW BUSINESS

The next meeting will be held Tuesday, July 14, 2020 in the Local History Room.

PUBLIC COMMENTS

No one from the public was present to offer comments.

ADJOURNMENT

With no further business to discuss, Jeanette Hillyer adjourned the meeting at 5:02 p.m.