Western District Library Board Minutes  
May 26, 2020

Call to Order
The meeting was called to order via Zoom at 6:45 pby President Jan Gustafson. Those present on the Zoom call were Kathi Parrish, (Rod Ward—late), Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McGaughy. Also in attendance was Director Michelle Bailey.

Public Comments
None

Communications
Jan received thank you from Maryan Wherry’s family with memorial check for $30.

Jennifer Ryder emailed Jan that she and her husband just arrived in California yesterday, not settled yet.

Meeting Minutes (May 8 special meeting)
Meeting minutes were reviewed. Corrections noted as follows: misspelling of Isabel Bloom, approval of April minutes was omitted. Jeanine moved to approve as corrected, Julie seconded. Voice vote taken and approved.

Treasurer’s Report
Jan noted that computer expense is over budget (non-recurring purchase of new hardware and software), supplies as well. Overage for supplies was likely for hand sanitizer, gloves, containers to store books, sneeze guards (one-time expenses). Consulting was $200 over budget. Overall WDL will be under budget, given that some expenses have been reduced while library is closed. Kathi moved to approve, Rod seconded, voice vote—approved.

Director’s Report
- Circulation numbers for April reflect the fact that library was closed for the whole month, due to COVID-19 State of Illinois shelter-in-place order. Not surprisingly, website views and e-material circulation were up significantly again in April, as well as social media views.
- Online readings by Margie had 375 total listeners, so Michelle will encourage her to do more of those, work on having someone on staff develop some for adults.

Library Closure, Staff Pay
Geneseo library is starting curbside pickup on June 1, but Michelle feels we should focus more on readings online for now, continue to pay staff. Suggests June 1 opening book return, start curbside the following week. Need to decide reservation policy for curbside pickup. Varied approaches are being taken by different area libraries, no interlibrary loans anywhere yet.

Regarding staff, Michelle proposed 4 days on for one team, 10 days off to “quarantine”. Team B works 4 days the second week, then off 10 days. This could be problematic for consistent library hours week to week. Board liked Wed-Sat days open, some days AM, some days PM hrs. Board discussed paying staff 16 hrs/week, even on off weeks. Sue moved to use rotations, work 16 hrs alternating weeks, pay them 16 hours for off weeks, Wed-Sat, open 4 hrs/day, to be determined by Michelle. Staff to be paid under this structure June 1-30. Board will re-evaluate at June meeting. Kathi seconded. Voice vote—approved.

Plans for Re-opening of WDL
Michelle has 4 gallons of hand sanitizer available. She talked to TPC Cash & Carry, learned about Quat-Stat, disinfectant to spray on surfaces, good for 24 hrs, $102.99 for 5 gal (small quantity to be mixed with water). Suitable for computers. She will purchase. Jan will call credit card company to get new card with Michelle’s name, as Michelle only has the card with Jennifer’s name.

Candace made 3 masks/employee. Michelle will plan to retrieve books from bookdrop, take directly to basement for 3 days quarantine of the materials. Michelle will publicize bookdrop re-opening via newspaper, website, sign, grocery store bulletin board, bank, post offices. Discussed practice for returned books and due dates—no fines for now.
**Staff Vacation**
Three employees have unused vacation hours. Board discussed giving them 4 extra months to use, since there will be almost 4 months (mid-March through end of June) when they haven’t been able to use the hours. Jeanine moved to extend time to use vacation for 4 months (by Oct 31), Rod seconded. Voice vote—approved.

**Closed Session.**
No closed session.

**Other Business/Future Agenda Considerations**
Board discussed thoughts on pursuing possibility of working with Village of Orion if they decide to build new village hall, to share some meeting room space, or whether to continue with remodeling/reconfiguration of current building. Jan will get quotes from space planners to explore what changes can be made to current building, present the pricing for this service at next meeting for consideration.

Michelle suggested a fresh coat of interior paint while library is closed. She obtained a price quote of $4,200. She will add to agenda for next meeting.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary