Michelle announced the meeting was being recorded, explained procedure if closed session is needed, remote meeting provision only in effect when disaster has been declared by governor, all votes are to be by roll call.

Call to Order
The meeting was called to order via Zoom at 6:30 pm by President Jan Gustafson. Those present on the call were Kathi Parrish, Rod Ward, Julie Abbott, Sue Routt, Candace Swihart, and Jeanine McLaughy. Also in attendance was Director Michelle Bailey.

Public Comments
No public comments

May Meeting Minutes
Meeting minutes were reviewed. Rod moved to approve as written, Jeanine seconded. Voice roll call vote, approved.

Communications
No communications.

Treasurer’s Report
Rod noted new presentation format highlights what’s been spent for the month. Rod & Michelle had decided they will get together ahead of each meeting to review presentation to board. Jeanine moved to accept report as presented, Julie seconded. Roll call vote, approved.

Director’s Circulation Report
There was no circulation during May, with material return in book drop having resumed in June. E-material and music circulation were significantly higher than May 2019. Michelle will replace Facebook like data with “logged in Page Views” going forward.

- Michelle cleaned outside drain, emptied dehumidifier, now that she knows of its existence.
- Michelle Bailey started her regular hours on May 25, held 2 online staff meetings in preparation for June 1 book drop opening and June 10 curbside pickup for patrons.
- RAILS will resume daily deliveries on June 29.
- RAILS has changed quarantining time for returned materials from 7 to 3 days.

Programming Reports
- There were no on site programs during May.
- Michelle is working with Margie and Georgia to provide additional Facebook programming.
- Facebook online story times and songs continued to be available.
- Caitlyn Wallin took over Facebook postings for WDL in May, adding conversation starter questions, congrats to OHS graduates, announcement of new director.

Old Business
A. Basement drain (see above).
B. Audit is scheduled for July 30, 2020. Kim will come out then, send Michelle checklist a week or two ahead.
C. Curbside delivery update, quarantining materials, reopening: Pritzger today announced phase 4 reopening for the state on June 26. Michelle recommended developing a plan in the event someone tests positive. Discussed number of patrons in library at a time. Board also discussed various elements of sanitization and protection, date for re-opening, proposed July 13 (Monday) to give staff time to prepare for special measures. Jeanine moved to reopen 7/13 normal hours with protocols in Policy for Reopening (see new business below), unless other area libraries are NOT opening by then, Candace seconded. Roll call vote, approved. Public will be notified July 6th.

New Business
- Tentative budget for FY 2021, resolution no. 2020-02: Kathi moved to accept, Jeanine seconded. Roll call vote, approved. Michelle will send to Jan & Kathi for e-signatures.
Budget and Appropriation hearing will be set for Aug 24, 2020: Michelle will send to Kathi for signature.

Approve board meeting schedule for FY 2021, resolution no. 2020-03: Rod moved to approve, Julie seconded. Roll call vote, approved.

Approve Building and Maintenance Resolution no. 2020-04: Sue moved to approve, Julie seconded. Roll call vote, approved.

Approve COVID-19 Conduct Policy for Reopening: Masks where feasible, 6 foot distancing by patrons till state moves to phase 5. Masks provided for $1 if needed. Jeanine moved to approve, Kathi seconded. Roll call vote, approved. Second document outlining protocols for patrons was discussed, with changes as follows:

--Beginning date will be July 13, 2020, instead of Aug 1.
--Patrons will be asked to use hand sanitizer when entering library—added “or offered gloves or asked to wash hands”
--Removed statement that only WDL items will be available for checkout.
--HOLD system will be limited with extended wait time. (added highlighted words)
--Quarantine time changed from 7 to 3 days, as per RAILS update.

Computer usage limited to 2 of 6 stations to provide proper spacing. Board decided to leave time limit on computers to discretion of the staff. Rod moved to approve with changes as noted, Jeanine seconded. Roll call vote, approved.

IL Gov Pritzger declared a State holiday: 2020 General Election Day for Nov 3, 2020. All government offices are to be closed unless a polling place or providing service for the election. Libraries are debating whether this includes them. Board tabled this for later.

Audit Secretary’s minutes for FY 2020: Rod and Jeanine volunteered.

Discuss WDL compliance with OMA (Open Meetings Act): Michelle will send link to board members to complete this year’s training.

OCLC contract has been submitted.

Comfortable seating area in children’s section: Michelle mentioned it’s time to replace extremely worn leather couches and ottoman. Will wait a bit till we get consultant’s recommendations on space utilization. Michelle will check required procedures for disposing of old furniture.

Michelle presented library painting bid, but with library reopening, will table this till we get space recommendations. Jan will research whether we need to get competitive bids, based on dollar amount.

Closed Session.
No closed session.

Other Business/Future Agenda Considerations
Jan contacted resources for evaluating space utilization. Anders Dahlgren: either $140/hour or a flat bid. He has worked with many other small libraries. Michelle spoke with director at DeWitt library, who worked with him as well, gave him good recommendation. Michelle will contact him to determine fee, confer with board to get approval of cost, set up a visit. Discussion was held about potential costs of building new library versus repairs/upgrades at existing building.

Jeanine ran into staff member at store, who wanted to talk. She expressed it’s an honor to work with this board, appreciated board’s decisions through COVID.

Rod moved to adjourn, Julie seconded. Meeting adjourned.

Respectfully submitted,
Kathi Parrish, Secretary