

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
May 9, 2020  
9:00 pm**

**Meeting will occur via Free Conference Call  
Call in number 617-793-8740**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
  
- 6. COMMITTEE REPORTS**
  - A. BUDGET AND FINANCE---Merrionna Pierce**
  - B. POLICY AND BYLAWS --- Catherine Boettcher**
  - C. PERSONNEL--- Elizabeth Norcutt**
  - D. PUBLIC RELATIONS--- Crystal Parker**
  
- 7. UNFINISHED BUSINESS**
  
- 8. NEW BUSINESS**
  - A. Pay Increase for Staff**
  - B. Budget Review**
  - C. Curb Side Procedures**
  
- 9. AUDIENCE TO THE PUBLIC**
  
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
March 14, 2020

President Gary Holcomb called the meeting to order at 9:04 A.M.  
President Holcomb stated that as Board President he will not be voting unless to break a tie from today moving forward.

A motion was made by Roger Strasemeier and seconded by Crystal Parker to appoint Suzanne Downing as Secretary Pro-Tem. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.

1. Roll Call: Present were: Catherine Boettcher (via telephone at 9:07am) Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker, Merrionna Pierce and Roger Strasemeier. Absent: None
2. Minutes: A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the regular minutes as presented. Five ayes and zero nays. Motion carried. A motion was made by Roger Strasemeier and seconded by Merrionna Peirce to approve the special minutes as presented. Five ayes and zero nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: March monthly Financial Report presented and attached.
  - B. Policy and Bylaws: None
  - C. Personnel: None
  - D. Public Relations: None
7. Unfinished Business:
  - A. The meeting room policy was reviewed again. A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to approve the policy as written. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - B. A motion was made by Crystal Parker and seconded by Roger Strasemeier to amend the agenda. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, no; Elizabeth Norcutt, no; Crystal Parker, aye; Merrionna Pierce, no; and Roger Strasemeier, aye. President Holcomb was asked to break the tie, no; Three ayes and Four nays. Motion fails.
    - B-1. The Director's evaluation was reviewed. A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the evaluation as presented. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
    - B-2. The Director's pay increase was discussed. A motion was made by Crystal Parker and seconded by Roger Strasemeier to keep the Director's salary the same with no increase. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, no; Elizabeth Norcutt, no; Crystal Parker, aye; Merrionna Pierce, no; and Roger Strasemeier, aye. President Holcomb was asked to break the tie, no; Three ayes and Four nays. Motion fails.
    - B-3. A motion was made by Elizabeth Norcutt to increases the Director's salary by 1,340.00 annually. The motion received no second. The motion failed.
    - B-4. A motion was made by Merrionna Pierce and seconded by Suzanne Downing to increase the Director's salary by 2,304.00 annually. Roll Call Vote:

Catherine Boettcher, no; Suzanne Downing, yes; Elizabeth Norcutt, yes; Crystal Parker, no; Merrionna Pierce, yes; and Roger Strasemeier, no. President Holcomb was asked to break the tie, yes; Four ayes and Three nays. Motion carries.

- C. A motion was made by Elizabeth Norcutt and seconded by Crystal Parker to table the Alcohol Policy until the next meeting. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.

8. New Business:

A. Programming Liaison Dionne Miller discussed the progress the "Friends of the Library" has made in a few short months. Potential fundraisers were discussed also. No action taken.

B. A motion was made by Crystal Parker and seconded by Roger Strasemeier to table items 8B, 8D, 8E, 8G, and 8H. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.

C. The accounting invoices presented by the William A. Lau company were discussed. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to the invoices totaling to 6239.00. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.

D. A discussion was held regarding the current COVID-19 pandemic. For the health and safety of our staff and patrons a motion was made by Roger Strasemeier and seconded by Merrionna Pierce to close the library until April 3, 2020 pending no further direction for closures from State or Federal government. Included in this motion was to have staff come to work March 16<sup>th</sup>-20<sup>th</sup> for their regular number of hours to help disinfect and clean the library. Staff who work the week of the 16<sup>th</sup> will get paid their regular number of hours for the week of the 23<sup>rd</sup>-27<sup>th</sup> while they remain home for the recommended social isolation decree from the State and Federal government. Suzanne Downing stated that staff should be able to deny working the first week if they feel sick or have been sick recently. Most board members stated that working the first week was contingent on getting paid for both weeks. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, no; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Five ayes and 1 nays. Motion carried.

9. Audience to the Public: 1. Debra Williams stated that she has enjoyed seeing the changes made recently and that the staff works very well together. She suggested moving the Census kick-off event scheduled for March 23<sup>rd</sup> to April 6<sup>th</sup> due to the vote to close the library. 2. Devonte Turner asked if the library would still open to be a polling place on Tuesday March 17<sup>th</sup>. It was stated that unless direction is given from election officials, the library would open for polling.

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 10:55 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Suzanne Downing Secretary Pro-Tem

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
April 4, 2020

President Gary Holcomb called the meeting to order at 4:31 P.M.

1. Roll Call: Present were: Suzanne Downing (via phone), Gary Holcomb, Elizabeth Norcutt (via phone), Crystal Parker (via phone), and Merrionna Pierce (via phone)  
Absent: Catherine Boettcher and Roger Strasemeier
2. Minutes: President Holcomb asked that the minutes be tabled as the board had not had a chance to fully review them.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: April monthly Financial Report presented and attached.
  - B. Policy and Bylaws: None
  - C. Personnel: None
  - D. Public Relations: None
7. Unfinished Business: None
8. New Business:
  - A. A review of the presented accounting proposal occurred. A motion was made by Elizabeth Norcutt and seconded by Merrionna Peirce to accept option 2 in the amount of 5,569.50. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; and Merrionna Pierce. Four ayes and 0 nays. Motion carried.
  - B. A motion was made by Crystal Parker and seconded by Merrionna Pierce to remain closed to the public until the Governor or Illinois lifts the Stay at home Order. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; and Merrionna Pierce. Four ayes and 0 nays. Motion carried.
  - C. A motion was made by Merrionna Pierce and seconded by Elizabeth Norcutt to pay employees their full rate of pay until the library open again, through Fiscal year 2019-2020. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; and Merrionna Pierce. Four ayes and 0 nays. Motion carried.
9. Audience to the Public: None
10. Adjournment: A motion was made by Elizabeth Norcutt and seconded by Crystal Parker to adjourn the meeting at 4:59 P.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Gary Holcomb, President

**May 2020**

**LIBRARIAN'S REPORT**

I hope this message finds you all well and safe. As a staff, we have been working to get the library back to be able to be open when we are given the release to do so.

Staff have been working on various projects including inventory and tearing down the Community Garden. These items have been moving quickly and our hope is that they will be done soon. We have begun to set up for online programing as well.

Today for your review is the proposed Fiscal year 2020-2021. It is my goal to have this voted on by the July meeting at the latest as our fiscal year ends June 30, 2020. Please note, the "actual" numbers are only through March 31<sup>st</sup> 2020. More information will be provided verbally during the meeting.

Sincerely,  
Rosie Williams-Baig  
Director

# FINANCIAL REPORT

May 2020

**Dyer Bank and Trust**

PAYROLL \$102,155.85

GENERAL FUND \$ 28,485.70

MONEY MARKET \$103,762.14

PETTY CASH \$4,564.06

SAVINGS \$2,090.94

Total: \$241,043.69

Loan

\$498,686.18

## May Meeting Pay Increases

1. Adam Poole- Adam turns 18 on May 11, 2020. Because of this we are legally bound to pay him the minimum wage of 10.00/hr
2. Dionne Miller- Per the Board's request this item is on the agenda to increase her pay from 10.25/ hr to 11.00/hr

ITEM	Actual as of 3/31/20		Budget 2019-2020
	2020-2021	2018-2019	
SALARY	\$ 150,000.00	\$ 106,639.99	126500.00
INSURANCE	\$ 800.00	\$ 400.00	300.00
BOARD AND STAFF	\$ 1,200.00	\$ 947.30	1000.00
MORTGAGE	\$ 60,000.00	\$ 42,840.31	67500.00
JANITORIAL	\$ 12,000.00	\$ 16,897.66	10000.00
UTILITIES	\$ 10,500.00	\$ 6,795.04	15000.00
TELEPHONE	\$ 2,000.00	\$ 1,524.40	2000.00
EQUIP/PURCHASE	\$ 5,000.00	\$ 21,163.12	4000.00
EQUIP/SERVICE	\$ 10,000.00	\$ 13,176.97	5000.00
FURNITURE/PURCH	\$ 1,000.00	\$ 407.23	1000.00
SUPPLIES	\$ 6,000.00	\$ 4,925.47	2500.00
BOOKS	\$ 10,000.00	\$ 14,333.44	30000.00
PERIODICALS	\$ 100.00	\$ 48.98	600.00
AV/CDS	\$ 100.00	\$ -	100.00
AV/DVD	\$ 1,000.00	\$ 327.47	1000.00
AV/VIDEOGAMES	\$ 2,000.00	\$ -	2500.00
PROGRAMMING	\$ 5,000.00	\$ 1,928.75	2000.00
LEGAL NOTICES	\$ 1,500.00	\$ 935.20	2000.00
LEGAL FEES	\$ 11,000.00	\$ 10,036.25	7500.00
PRINTING	\$ 250.00	\$ -	350.00
POSTAGE	\$ 250.00	\$ 100.00	250.00
CONTINGENCIES	\$ 5,000.00	\$ 1,815.98	10000.00
COMPUTER/SWAN	\$ 12,000.00	\$ 14,071.15	11500.00
COMPUTER/INTERNET	\$ 2,500.00	\$ 1,709.55	3750.00
BUILDING FUND	\$ 100.00	\$ -	10000.00
BUILDING IMPROVEMENTS	\$ 100.00	\$ -	45000.00
SUBTOTAL	\$ 309,400.00	\$ 261,024.26	361350.00
IMRF	\$ 10,000.00	\$ 3,371.60	10000.00
FICA	\$ 8,500.00	\$ 8,233.04	8500.00
UNEMPLOYMENT	\$ 250.00	\$ 110.97	250.00
WORKMANS COMP	\$ 500.00	\$ 414.00	425.00
LIABILITY	\$ 8,000.00	\$ 1,060.00	8000.00
AUDIT	\$ 15,000.00	\$ 15,199.00	12000.00
SUBTOTAL	\$ 42,250.00	\$ 28,189.61	39175.00
TOTAL	\$ 351,650.00	\$ 289,213.87 less	400525.00



# Nancy L. McConathy Public Library

During this time of limited access to resources in the community the library would like to offer some of its services. Curbside assistance for checkouts, copies, and faxes will be available from 10:00am-12:00pm starting May 11, 2020.

**Library cards will have to be shown in order to checkout items.**

## **Expired cards**

Cards privileges will be extended for 90 days this requires you to present a valid state ID or a driver's license. Pictures of the library card and ID can be sent through email to [mcconathypubliclibrary@yahoo.com](mailto:mcconathypubliclibrary@yahoo.com).

## **First time patrons**

If you would like to register for a library card we require a photo of your state ID or driver's license along with a piece of mail that has the same name and address as the photo ID provided. This can be sent through email to [mcconathypubliclibrary@yahoo.com](mailto:mcconathypubliclibrary@yahoo.com). After completion a card will be sent out to you via mail.

## **Checkouts**

Due to COVID-19, there will not be interlibrary loan service. Patrons will be able to check out items in our collection only. All items can be returned through the book drop.

## **Copies**

Copy service will be available, however this will also be a curbside service. Patrons will be asked to place the documents and fees in a sealed container and hand the container to employees at curbside.

Black & white copies are .10 each

Color copies are .25 each

## **Faxing**

Faxing service will be available, however this will also be a curbside service. Patrons will be asked to place the documents and fees in a sealed container and hand the container to employees at curbside.

\$2.00 for the first page and .50 each additional page per fax. If you need to add in any additional information we can provide a cover sheet for .10 it also counts as a page.

**The library will be taking adequate measures to ensure safety while**

**providing services to the community.**

**As a cautionary measure we advise using facemasks, gloves, and carrying some type of hand sanitizer or disinfectant wipes while you are outside your home.**