

**Meeting Minutes
March 10, 2020**

HUDSON AREA PUBLIC LIBRARY DISTRICT
Board of Trustees Meeting
104 W Pearl St.
Hudson, IL

The meeting was called to order at 6:30 p.m. by President Hess. Trustees present included Lynne Norris, Gwyn Whitacre, Beth Kreps, Diane Feasley, Ronda Hess and Nancy Rinda. Library Director Jenny Losey was also present. The minutes of the ~~January~~ ^{+ Brian Davis} meeting were read and approved as amended; moved by Rinda, second by Whitacre. ^{February}

Library Director Report

Director Losey reported preparations for the Summer Reading Program June 1-July 10th are underway. Youth Services Manager, Rhonda Johnson, has many programs planned. This year's theme is *Dig Deeper*. The prices for snow removal with LKM have become too high so Losey will begin looking at new vendors for next winter. Losey presented details for considering Ooma as a VOIP provider. Frontier will remain for two weeks during the transition. Current hardware will still be used to save costs. The new library cell phone has been a big benefit. Statistics for e-Resource checkouts were noted.

Legal Secretary Report

Kreps reminded Trustees to make sure to complete the McLean County Statement of Economic Interest by May 1.

Treasurer

Feasley presented the Monthly Expense Report. Motion to approve by Davis, second by Kreps. Feasley presented the February financials. Norris volunteered to assist with preparation of the '20-'21 working budget.

President Report

Hess recommended getting a contractor to reseal the parking lot and to begin the process to have the ADA parking spot moved despite not receiving confirmation from IL Attorney General's office on the plan we submitted.

Old Business

Discussion was held about the Paid Time Off Policy. Director Losey reported findings from a library survey of time off policies. Personal days were increased to 4 per fiscal year. Vacation time was set at

10 days up to 5 years, 15 days up to 10 years and 20 days over 10 years of employment. Losey will update revisions and present at the April meeting.

New Business

Hess requested what building improvements were identified during the February meeting walk-through. Losey will begin process to find vendor to do painting in mail room.

Motion by Feasley to accept Ooma as new VOIP vendor, second by Kreps.

Motion to reapprove Library Assistants Salary Schedule by Kreps, second by Feasley.

Next Meeting April 14, 2020. Meeting adjourned at 7:14 p.m.

Minutes approved as amended.

April 14, 2020

Nancy Rinda