

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
January 11, 2020

President Gary Holcomb called the meeting to order at 9:03 A.M.

A motion was made by Gary Holcomb and seconded by Elizabeth Norcutt to appoint Suzanne Downing as secretary Pro Tem. Five ayes and zero nays. Motion carried.

1. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker, Roger Strasemeier.  
Absent: Catherine Boettcher and Merriona Pierce (arrived at 9:12 am)
2. Minutes: A motion was made by Roger Strasemeier and seconded by Crystal Parker to approve the November minutes as presented. Five ayes and zero nays. Motion carried.
3. Correspondence: Director Williams-Baig presented a quote from Amber Mechanical for rooftop repairs in the amount of 2,679.00. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to proceed with the roof repairs. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: January monthly Financial Report presented and attached.
  - B. Policy and Bylaws: The changes proposed and approved at a previous meeting were reviewed. No action was taken.
  - C. Personnel: A discussion was held regarding the proposed new position. No action was taken
  - D. Public Relations: None
7. Unfinished Business:
  - A. The changes proposed and approved at a previous meeting were reviewed. No action was taken.
8. New Business:
  - A. A Meeting Room policy was presented for review. Several Trustees had questions and asked for more information. No action was taken.
  - B. A Reasonable Suspicion policy was presented for review. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to accept the new policy. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - C. A new proposal was submitted from Warehouse Direct for a color copier and a new coin machine. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to proceed with purchase in the amount of 7,183.00. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - D. Director Williams-Baig presented the position of Programing Liaison for review and acceptance. A discussion was held regarding the roles, responsibilities and salary for the position. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to accept the position as a full-time position with a salary not to exceed 11,00 per hour. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - E. Director Williams-Baig started a discussion regarding Continuing Education for herself pursuant to her position. The board stated that they require the Director to obtain her Masters Degree by the start of 2025. No action was taken.
  - F. Items regarding personnel and finical responsibilities of Trustees were reviewed. No action was taken.

11. Audience to the Public: Debra Williams, Public Events Committee Chair, approached the board regarding a joint partnership for an upcoming event Valentines for Vets. She would like the Library to be a pick up and a drop off location for valentines cards for local veterans. A motion was made by Roger Strasemeier and seconded by Crystal Parker to proceed with the partnership. Roll Call Vote: Suzanne Downing, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.

12. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 10:46 a.m. Six 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  
February 8, 2020

President Gary Holcomb called the meeting to order at 9:07 A.M.

8. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker, Merrionna Pierce (left the meeting at 10:31 am) and Roger Strasemeier.  
Absent: Suzanne Downing
9. Minutes: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to approve the January minutes as presented. Six ayes and zero nays. Motion carried.
10. Correspondence: None
11. Legal Counsel: None
12. Librarian's Report: As presented.
13. Committee Reports:
  - A. Budget and Finance: February monthly Financial Report presented and attached.
  - B. Policy and Bylaws: None
  - C. Personnel: None
  - D. Public Relations: None
14. Unfinished Business:
  - A. The meeting room policy was reviewed again. No changes were made.
8. New Business:
  - A. Director Williams-Baig informed the Board that the requested detailed billing had not yet been received. No action taken.
  - B. Director Williams-Baig presented the Board copies of the official audit and management letter. No action was taken.
  - C. A policy change was suggested regarding allowing alcohol to be consumed at adult library sponsored events. The Library will not be selling or providing the alcohol. All event attendees will need to provide identification to ensue they are over 21. A motion was made by Roger Strasemeier and seconded by Merrionna Peirce to continue with any insurance rider needed to continue with this. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - D. Director Williams-Baig presented a salary increase for the position of Programing Liaison for review and acceptance. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to table this item until the May meeting. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - E. Director Williams-Baig stated that there is no further information regarding the expansion at this time. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to table this item. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Six ayes and 0 nays. Motion carried.
  - F. President Gary Holcomb presented a technology update plan to ensure our equipment remains up to date. A motion was made by Roger Strasemeier and seconded by Crystal Parker to purchase 3 computers while not exceeding \$1,500.00. Roll Call Vote: Catherine Boettcher, aye; Gary Holcomb, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; and Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
9. Audience to the Public: None
10. Adjournment: A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to adjourn the meeting at 10:43 a.m. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher

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 4:34 p.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.

15. 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
16. 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.
17. Correspondence: None
18. Legal Counsel: None
19. Librarian's Report: As presented.
20. 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
21. 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.

11. 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.
12. Adjournment: A motion was made by Roger Strasemeier and seconded by Crystal Parker to adjourn the meeting at 6:25 p.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.

22. 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
23. Minutes: President Holcomb asked that the minutes be tabled as the board had not had a chance to fully review them.
24. Correspondence: None
25. Legal Counsel: None
26. Librarian's Report: As presented.
27. 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
28. 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.

13. Audience to the Public: None

14. 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

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
May 10, 2020

President Gary Holcomb called the meeting to order at 9:02 am.

29. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt (via phone), Crystal Parker (via phone), and Merrionna Pierce (via phone)

Absent: Catherine Boettcher, Suzanne Downing and Roger Strasemeier

30. Minutes: A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve the minutes of March 14, 2020. All ayes, motion carries.

A motion was made by Merrionna Pierce and Elizabeth Norcutt to approve the minutes of April 4, 2020. All ayes, motion carries.

31. Correspondence: None

32. Legal Counsel: None

33. Librarian's Report: As presented.

34. Committee Reports:

A. Budget and Finance: May monthly Financial Report presented and attached.

B. Policy and Bylaws: None

C. Personnel: None

D. Public Relations: None

35. Unfinished Business: None

8. New Business:

A. A review of the presented pay increases for certain staff occurred. A motion was made by Elizabeth Norcutt and seconded by Merrionna Peirce to increase the salary for employee A due to an increase in age. Roll Call Vote: Elizabeth Norcutt, aye; Gary Holcomb Crystal Parker, aye; and Merrionna Pierce. Four ayes and 0 nays. Motion carried. A motion was made by Elizabeth Norcutt and seconded by Merrionna Peirce to increase the salary for employee B. Roll Call Vote: Elizabeth Norcutt, aye; Gary Holcomb Crystal Parker, no; and Merrionna Pierce. Three ayes and 1 nays. Motion carried.

B. The proposed Budget for FY 2020-2021 was presented and reviewed. President Holcomb asked for the board to present all questions or changes they would like made to the Director prior to the June meeting so they can be discussed during that time. The draft budget will be available for review on June 26, 2020 with the budget hearing being held on July 11, 2020. No further action was taken.

C. Director Williams-Baig presented and reviewed to procedures to be used for curbside service beginning May 11<sup>th</sup>. No further action was taken.

15. Audience to the Public: None

16. Adjournment: A motion was made by Crystal Parker and seconded by Elizabeth Norcutt to adjourn the meeting at 9:43 A.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Gary Holcomb, President

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
June 13, 2020

President Gary Holcomb called the meeting to order at 9:04 am.

36. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt, Crystal Parker (via phone), Merrionna Pierce and Roger Strasemeier. Catherine Boettcher arrived at 9:10 am.
  37. Minutes: A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the minutes of May 10, 2020. Four ayes, 1 abstain, motion carries.
  38. Correspondence: None
  39. Legal Counsel: Director Williams-Baig stated that the Library is awaiting the financial calendar.
  40. Librarian's Report: As presented.
  41. Committee Reports:
    - A. Budget and Finance: June monthly Financial Report presented and attached.
    - B. Policy and Bylaws: An overview of the polices to be discussed occurred.
    - C. Personnel: None
    - D. Public Relations: None
  42. Unfinished Business:
    - A. The Alcohol Policy was reviewed and discussed. A motion was made by Catherine Boettcher and seconded by Elizabeth Norcutt to approve. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
    - B. The Employee job descriptions were reviewed and discussed. Language was amended on the Director and Assistant Director description as it relates to education was changed. A motion was made by Roger Strasemeier and seconded by Suzanne Downing to approve the job descriptions with the changes suggested. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
    - C. Continuing education and the subsequent timeline for the Director and Assistant Director was discussed. It was decided that neither employee would pursue continued education at this time due to a lack of funding.
    - D. The proposed FY 2020-2021 budget was reviewed. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to begin budget preparations with these numbers. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
8. New Business:
- A. A discussion was held regarding the Phase 4 procedures released by the Governor. The board reviewed in person programming, person limits and mask requirements.
  - B. The Temporary Re-opening policy was reviewed. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the policy. Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.
  - C. Director Williams-Baig the options for ILA (Illinois Library Association) membership. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to purchase an institution membership as well as an individual membership for Director Williams-Baig. . Roll Call Vote: Catherine Boettcher, aye; Suzanne Downing, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Five ayes and 0 nays. Motion carried.



17. Audience to the Public: None

18. Adjournment: A motion was made by Catherine Boettcher and seconded by Roger Strasemeier to adjourn the meeting at 10:57 A.M. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher, Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
July 15, 2020

President Gary Holcomb called the meeting to order at 12:05 pm.

43. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Crystal Parker (via phone), Merrionna Pierce.  
Absent: Suzanne Downing and Roger Strasemeier

A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to appoint Merrionna Pierce as Secretary Pro-Tem

44. Minutes: A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve the minutes of June 13, 2020. Four ayes, motion carries.  
45. Correspondence: Director Williams-Baig reviewed the 3 FOIAs received since last meeting, progress with the Friends of the Library and the Library Stabilization Fund Act presented to Congress on July 2, 2020.  
46. Legal Counsel: Director Williams-Baig stated that the Financial Calendar was received.  
47. Librarian's Report: As presented.

48. Committee Reports:

- A. Budget and Finance: July monthly Financial Report presented and attached.
- B. Policy and Bylaws: None
- C. Personnel: None
- D. Public Relations: None

49. Unfinished Business:

None

8. New Business:

A. A discussion was held regarding allowing staff take part in life and short-term disability insurance programs through Liberty National Life Insurance Company. A motion was made by Catherine Boettcher and seconded by Merrionna Pierce to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

B. Staff hours and payment were discussed. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to remove the COVID base payment for all hourly staff and have all hourly staff only receive payment for the hours that they work starting with the Payroll beginning August 2, 2020. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

C. Director Williams-Baig presented the annual Meeting Ordinance for review and approval. A discussion regarding meeting dates and time occurred. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to change meeting dates and times to the second Wednesday of the month at 11 am. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

D. Director Williams-Baig presented the Tentative Budget Ordinance for review and approval. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

E. Director Williams-Baig presented the Levy Resolution for review and approval. A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to approve. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Crystal Parker, aye; Merrionna Pierce, aye. Four ayes and 0 nays. Motion carried.

F. Director Williams-Baig presented multiple revenue sources she was looking into for the Library including but not limited to: hunting/fishing licenses, passports, and license plate stickers. Director Williams-Baig will bring more to the Board when more information is available.

G. President Holcomb presented the need for a Staff and Board workshop. It was stated that he felt it was important for Board members to be more visible in the Library and to know ore about what the staff does and who they are. He also stated that it was important for the staff to know how the Board was as well. Plans to get together for this type of meeting with begin with the knowledge that safety will be a priority due to the current pandemic

19. Audience to the Public: None

20. Adjournment: A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to adjourn the meeting at 1:27 P.M. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Merrionna Pierce, Secretary Pro-Tem

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
August 12, 2020

President Gary Holcomb called the meeting to order at 1:07 pm.

A motion was made by Elizabeth Norcutt and Seconded by Merrionna Peirce to appoint Roger Strasemeier as Secretary Pro-Tem. Two ayes, 1 nay. Motion Carried.

50. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce and Roger Strasemeier.

Absent: Catherine Boettcher, Suzanne Downing, and Crystal Parker

51. Minutes: A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the minutes of July, 2020. Two ayes, 1 abstain, motion carries.

52. Correspondence: Director Williams-Baig discussed the tax money received since the July meeting as well as the progress of the Library's new accounting program.

53. Legal Counsel: None

54. Librarian's Report: As presented.

55. Committee Reports:

A. Budget and Finance: June monthly Financial Report presented and attached.

B. Policy and Bylaws:

C. Personnel: None

D. Public Relations: None

56. Unfinished Business:

8. New Business:

A. A discussion was held regarding the payroll deductions for requested accidental insurance through Liberty National. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce approve payroll deductions. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

B. A discussion was held regarding extending the library's hours to the public. It was decided that the library would be open until 4:30 pm on Monday and Thursday, 6:30 pm on Tuesday and Wednesday, 3:30 pm on Friday and 2:00 pm on Saturdays. Per the Board, these hours will be reviewed at the October Meeting to ensure they still apply. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to accept the hours as presented. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

C. A discussion was held regarding extending staff hours to accommodate the adjusted hours previously discussed. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve the extension of employee hours. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

D. A policy regarding sick time for COVID related time off was presented and reviewed. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to accept the policy. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

E. The meeting ordinance was reviewed again. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to amend the meeting ordinance to allow for Board Meetings to return to the second Saturday of the month at 9 am. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

F. A discussion was held regarding the possible need to return to phase 3. Several options were discussed. No action was taken.

G. A discussion was held regarding electronic signatures for the new accounting system. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to table this item until more information regarding secure check paper can be presented. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

H. A discussion was held regarding payroll direct deposit with the new accounting system. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to table this item until more information regarding transaction fees per pay roll can be presented. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried

21. Audience to the Public: None

22. Adjournment: A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to adjourn the meeting at 1:56 P.M. Three ayes and zero nays. Motion carried.

Respectfully submitted,  
Roger Strasemeier, Secretary Pro-Tem

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
September 12, 2020

President Gary Holcomb called the meeting to order at 9:11 am.

57. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce

Absent: Suzanne Downing, Crystal Parker and Roger Strasemeier

58. Minutes: A motion was made by Merrionna Peirce and seconded by Catherine Boettcher to approve the minutes of August, 2020. Three ayes, 0 nays motion carries.

59. Correspondence: None

60. Legal Counsel: The Budget and Appropriations Ordinance was reviewed.

61. Librarian's Report: As presented.

62. Committee Reports:

A. Budget and Finance: August monthly Financial Report presented and attached.

B. Policy and Bylaws:

C. Personnel: The Director stated that an employee has given notice that she will be leaving the Library as of January 1<sup>st</sup>, 2021 due to changes in the IMRF laws. Also, due to the pandemic and the limiting of in person programming, the Programming Liaison will be going to part time hours temporarily until hours of programming increase

D. Public Relations: None

63. Unfinished Business:

The ability to have electronic signatures uploaded into the new accounting system was reviewed again. A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher to table this matter. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; and Merrionna Pierce, aye. Three ayes and 0 nays. Motion carried.

8. New Business:

A. The Budget and Appropriation Ordinance for Fiscal Year 2020-2021 was reviewed. A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to accept and adopt the ordinance. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; and Merrionna Pierce, aye. Three ayes and 0 nays. Motion carried.

B. A discussion was held the presented Receipts and Disbursements. A discussion was held regarding the SWAN expenditure in the amount of 14,622.40. Director Williams-Baig that SWAN was the operating system that we use through RAILS. A motion was made by Catherine Boettcher and seconded by Merrionna Peirce to accept and adopt the ordinance. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; and Merrionna Pierce, aye. Three ayes and 0 nays. Motion carried.

C. Director Williams-Baig presented the proposal received for the new accountant for the Library. A motion was made by Merrionna Pierce and seconded by Catherine Boettcher to approve the proposal. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; and Merrionna Pierce, aye. Three ayes and 0 nays. Motion carried.

D. Director Williams-Baig reviewed the President's federal Executive Order regarding Payroll Tax Deferment. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to opt out of the Payroll Tax Deferment. Roll Call Vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; and Merrionna Pierce, aye. Three ayes and 0 nays. Motion carried.

9. Audience to the Public: S. Seiner asked when the senior movie was going to start back up. Director Williams-Baig stated the movies are scheduled for every other Monday beginning September 22<sup>nd</sup>.

10. Adjournment: A motion was made by Catherine Boettcher and seconded by Merrionna Peirce to adjourn the meeting at 9:47 A.M. Three ayes and zero nays. Motion carried.

Respectfully submitted,  
Catherine Boettcher, Secretary

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Special Budget Meeting Minutes**

**September 12, 2020**

The meeting was called to order at 9:03 a.m. by President Gary Holcomb

1. Roll Call: Present were: Catherine Boettcher, Gary Holcomb, Elizabeth Norcutt and Merrionna Pierce.
2. A review of presented and posted budget occurred.
3. The Board President asked for audience questions in person and virtually. No audience participation occurred.
4. A motion was made by Merrionna Peirce and seconded by Elizabeth Norcutt to accept and adopt the presented budget for the 2020-2021 Fiscal Year. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt, aye; Merrionna Pierce, 3 ayes, 0 nay, motion carried.
5. A motion was made by Elizabeth Norcutt and seconded by Catherine Boettcher adjourn the meeting. Roll call vote: Catherine Boettcher, aye; Elizabeth Norcutt; Merrionna Pierce, aye. 3 ayes, 0 nay, motion carried.

Respectfully submitted,  
Catherine Boettcher  
Secretary

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Minutes of the Regular Board Meeting  
October 10, 2020

President Gary Holcomb called the meeting to order at 9:07 am.

64. Roll Call: Present were: Suzanne Downing, Gary Holcomb, Elizabeth Norcutt and Roger Strasemeier. Merrionna Pierce enters at 9:17 am  
Absent: Catherine Boettcher and Crystal Parker

A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to appoint Suzanne Downing as Secretary Pro-Tem

65. Minutes: A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to approve the regular minutes of September 12, 2020. One aye and two abstentions, motion carries. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to approve the Special minutes of September 12, 2020. One aye and two abstentions, motion carries.

66. Correspondence: None

67. Legal Counsel: Director Williams-Baig provided explanation for several items on the agenda.

68. Librarian's Report: As presented.

69. Committee Reports:

A. Budget and Finance: September monthly Financial Report presented and attached.

B. Policy and Bylaws: None

C. Personnel: None

D. Public Relations: None

70. Unfinished Business:

A. A discussion was held regarding Electronic Signatures for all checks from the library. A concern was raised regarding what other libraries were doing. More information will be provided at the November meeting.

8. New Business:

A. A discussion was held regarding the provided anticipated revenues for FY20-21. Current and prior tax dollars and the difference in amount was discussed. A motion was made by Merrionna Pierce and seconded by Suzanne Downing to approve. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

B. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve a Resolution Regarding Tax Extension Allocation as presented. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

C. A motion was made by Merrionna Pierce and seconded by Roger Strasemeier to approve the Amount Necessary to be Raised by Taxes as presented. Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

D. Director Williams-Baig presented an Intergovernmental Agreement with Cook County for Corona Relief funds. for review and approval. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to approve Roll Call Vote: Suzanne Downing, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

E. Library hours and sanitization schedules were discussed. It was decided that sanitation shall occur once daily from 1:00 pm – 1:30 pm with spot cleaning in between. The Library will be closed during this half hour. Library hours were changed to Monday and Thursday 10 am -5 pm, Tuesday and Wednesday 10 am – 6 pm and Friday and Saturday 10am – 3:30 pm. Roll Call Vote: Suzanne Downing,



aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

F. Director Williams-Baig presented that she will be attending the virtual ILA conference and will be delegating responsibilities to the Assistant Director and the Lead Circulation Supervisor during October 20<sup>th</sup>-22<sup>nd</sup>.

G. Programming Liaison Dionne Miller presented a review of her virtual and in person programming for the board.

23. Audience to the Public: No phone audience. D. Williams expressed her love and appreciation for the library and the great programming that has continued through the pandemic.

24. Adjournment: A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to adjourn the meeting at 11:03 A.M. Four 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  
November 14, 2020

President Gary Holcomb called the meeting to order at 9:10 A.M.

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce, Roger Strasemeier.  
Absent: Catherine Boettcher, Suzanne Downing and Crystal Parker.
2. Minutes: A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to approve the October minutes as presented. Three 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: October monthly Financial Report presented and attached.
  - B. Policy and Bylaws: None
  - C. Personnel: A discussion was held regarding not filling the 2 pending open positions. No action taken
  - D. Public Relations: None

7. Unfinished Business:

A. A discussion was continued from last meeting regarding the use of electronic signatures on all future payroll and general fund checks. A motion was made by Elizabeth Norcutt and second by Merrionna Pierce that electronic signatures would be used going forth. All invoices would be reviewed by the board President or Treasurer weekly prior to payment and all invoices will be presented at the following board meeting. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

8. New Business:

A. A motion was made by Roger Strasemeier and seconded by Elizabeth Norcutt to accept the tax levy ordinance as presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

B. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to accept the Resolution to request loss and cost factor as presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

C. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier to accept the certificate of compliance with Truth in Taxation as presented. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried. Roll Call Vote: Gary Holcomb, aye; Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

D. Director Williams-Baig presented the request of Secretary of the Board to step down as Secretary at this time. Due to several health factors should would prefer to remain on the Board but as a Board member only, not holding an office. Board Present Holcomb asked for nominations for the position of Board Secretary. A monition was made by Roger Strasemeier and seconded by Merrionna Pierce to accept Catherine Boettcher's resignation as Board Secretary and to nominate Elizabeth Norcutt as Board Secretary.

E. Director Williams-Baig started a discussion regarding the creation of our own library cards in house as well as purchasing the equipment to do so. A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to purchase the equipment to make patron library cards not to exceed the amount of 1,500.00 dollars. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

F. Board Present Holcomb presented the inquiry and need for a server for the Library. A discussion was held. No action taken.

G. Director Williams-Baig reviewed the Stay at Home order issued by the Governor. A motion was made by Elizabeth Norcutt and seconded by Merrionna Pierce to return to curbside for all services except computer which must be by appointment only. Hours and staff pay will remain the same. Roll Call Vote: Elizabeth Norcutt, aye; Merrionna Pierce, aye; and Roger Strasemeier, aye. Three ayes and 0 nays. Motion carried.

H. Director Williams-Baig stated that the accountant and a bank represented were scheduled to present but due to the recent restrictions were unable to do so. President Holcomb presented to the board a financial accusation that was presented to him. The Board decided to speak with the accountant about a financial audit to review the accusation.

9. None

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Special Budget Meeting Minutes**

**November 14, 2020**

The meeting was called to order at 9:05 a.m. by President Gary Holcomb

1. Roll Call: Present were: Gary Holcomb, Elizabeth Norcutt, Merrionna Pierce and Roger Strasemeier.
2. A review of presented tax levy was reviewed.
3. The Board President asked for audience questions in person and virtually. No audience participation occurred.
4. A motion was made by Merrionna Peirce and seconded by Elizabeth Norcutt to accept and adopt the presented tax levy ordinance. Roll call vote: Elizabeth Norcutt, aye; Merrionna Pierce, ; Roger Strasemeier, aye; 3 ayes, 0 nay, motion carried.
5. A motion was made by Elizabeth Norcutt and seconded by Roger Strasemeier adjourn the meeting at 9:09 am. Roll call vote: Elizabeth Norcutt; Merrionna Pierce, aye; Roger Strasemeier, aye; 3 ayes, 0 nay, motion carried.

Respectfully submitted,  
Rosie Williams-Baig  
Director