

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
Regular Meeting
January 9, 2021
9:00 am**

**Meeting will occur in Person and 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. T-Mobile Hotspots**
 - B. Juneteeth Holiday in Cook County**
 - C. Financial Update**
 - D. Per Capita Grant info**
 - E. Staff Evaluations**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

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 motion 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

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Merrionna Pierce to adjourn the meeting at 10:16 a.m. Three ayes and zero nays. Motion carried.

Respectfully submitted,
Elizabeth Norcutt
Secretary

January 2021 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Happy New Year!!! We have been very busy since our last meeting.

In November we were gifted with the opportunity to have 100 free turkeys. We had the opportunity to work with Trustee Debbie Williams and the Sauk Village Public Events Committee to raise funds and prepare food baskets for 100 families and 3 local developmentally disabled homes. Each basket included 2 cans of corn, 2 cans of green beans, 2 boxes of jiffy mix, 1 box of brownie mix, 1 box of stuffing mix, 1 large cans of yams and a fresh pie of their choice. This was all put together with less than a week and was an amazing effort by the staff of the library and committee members and volunteers of the Sauk Village Public Events Committee. This was the Library's first food basket giveaway and I believe it was very successful!

Also, since our last meeting we have completed our annual Christmas event. The Pandemic changed our normal process and the Library staff changed right along with it! This staff used materials we have laying around the library or will minimal cost to create beautiful standing reindeer, snowmen and even a full scale sleigh! It was an amazing sight! All of these materials were to be attached on trailer for pictures with Santa. The wind did not cooperate with us regarding snowmen and reindeer but the sleigh held on all day long! The kids loved seeing Santa! We had 153 kids signed up, 107 of those kids made it to the event. We have 41 kids not previously signed up but came to take pictures with Santa. In previous years, kids who had not pre-registered did not receive a gift. This year we partnered with the Antmound Foundation and were able to ensure that EVERY child who attended the event got a wrapped gift from Santa! We thank Dionne Miller, Programming Liaison and the Antmound Foundation for their amazing generosity. Additionally, we were gifted additional 50 turkeys from the same donor. With left over donations from Christmas were able to purchase the same items as above to provide 50 additional food baskets for the 50 families that pre-registered kids for the Christmas event.

We are working now on closing out the month of December, the 4th fiscal quarter or 2020 and the fiscal year end reports.

If you have not done so already, please take the time to review our website and social media pages to see our AWESOME holiday events.

Sincerely,
Rosie Williams-Baig
Director

FINANCIAL REPORT
Dyer Bank and Trust

January 2021

PAYROLL \$38,738.60
GENERAL FUND \$ 37,106.39
MONEY MARKET \$103,789.43
PETTY CASH \$3,705.15
SAVINGS \$3,437.59

Total: \$ 186,777.16

Loan

\$475,300.85

November 2020

PAYROLL \$100,003.20
GENERAL FUND \$ 25,923.40
MONEY MARKET \$103,774.25
PETTY CASH \$3,700.27
SAVINGS \$2,158.59

Total: \$ 235,559.71

Loan

\$475,300.85

Give library users high-speed Wi-Fi to go



With the T-Mobile hotspot lending program, you get:

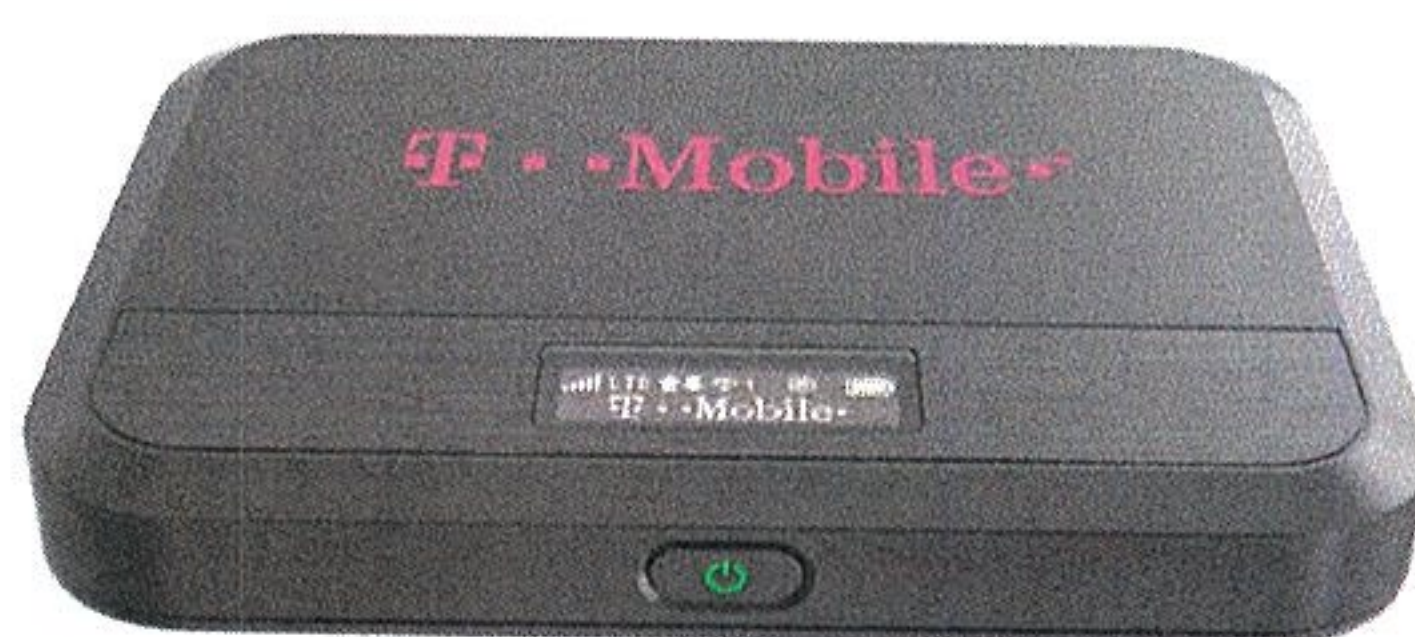
- An LTE hotspot device that connects up to 15 devices
- Unlimited high-speed data on our network
- 5GB of high-speed data in Mexico & Canada included at no extra cost
- Content filtering options
- White glove implementation setup & support
- 24/7 end-user support
- Absolutely no overage charges
- Dedicated account support

Contact me for more information.

Mike McCauley

708-275-4895

michael.mccauley2@t-mobile.com

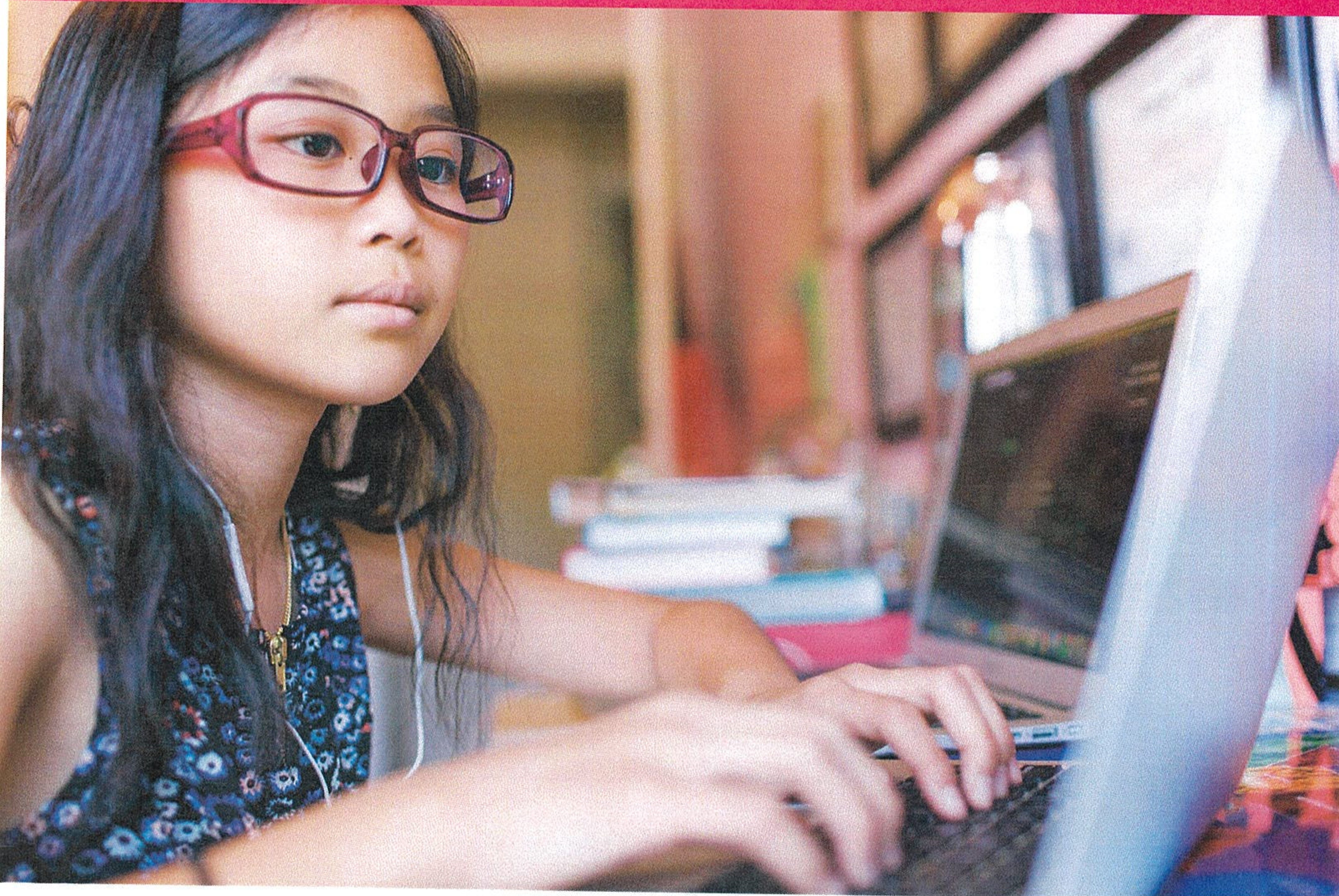


T9 Franklin
Mobile Hotspot

During congestion, the small fraction of customers using >50GB/mo. may notice reduced speeds until next bill cycle due to data prioritization.

U.S. roaming and on-network data allotments differ: includes 50MB domestic roaming. Unlimited high-speed data US only. In Canada/Mexico, up to 5GB high-speed data then unlimited at up to 128kbps. **Int'l Roaming:** Usage may be taxed in some countries. **Coverage** not available in some areas. **Network Management:** Service may be **slowed, suspended, terminated, or restricted** for misuse, abnormal use, interference with our network or ability to provide quality service to other users, or significant roaming. During congestion the small fraction of customers using >50GB/mo. may notice reduced speeds until next bill cycle due to data prioritization. On-device usage is prioritized over tethering usage, which may result in higher speeds for data used on device. See T-Mobile.com/OpenInternet for details. See **Terms and Conditions (including arbitration provision)** at www.T-Mobile.com for additional information. T-Mobile and the magenta color are registered trademarks of Deutsche Telekom AG. ©2020 T-Mobile USA, Inc.

Get Wi-Fi to go



Get access to the Internet from home with the T-Mobile Hotspot Checkout Program

T-Mobile® Hotspot is a wireless device you can use to access the Internet from home. So, you can stay connected and explore anywhere there's T-Mobile coverage.

Ask your librarian how you can checkout a hotspot today!

YOUR LIBRARY NAME HERE

Nancy L McConathy Public District Lib

Check List

GENERAL - PAYROLL

October 1, 2020 - January 6, 2021

Check Number	Check Date	Payee	Amount
Payroll Checks			
20830	10/10/20	BAUGHMAN, COLLEEN M	1,050.56
20831	10/10/20	DETTLOFF, HALEY	133.74
20832	10/10/20	DETTLOFF, VICTORIA	266.13
20833	10/10/20	HERNANDEZ, MARTHA	22.30
20834	10/10/20	MILLER, DIONNE	269.40
20835	10/10/20	POOLE, ADAM	153.94
20836	10/10/20	TURNER, DEVONTE	756.27
20837	10/10/20	WILLIAMS-BAIG, ROSIE	1,187.35
20838	10/10/20	WILLOUGHBY, MARY	295.63
20839	10/24/20	BAUGHMAN, COLLEEN M	1,050.57
20840	10/24/20	DETTLOFF, HALEY	137.44
20841	10/24/20	DETTLOFF, VICTORIA	247.78
20842	10/24/20	HERNANDEZ, MARTHA	180.92
20843	10/24/20	MILLER, DIONNE	314.62
20844	10/24/20	POOLE, ADAM	165.55
20845	10/24/20	TURNER, DEVONTE	623.34
20846	10/24/20	WILLIAMS-BAIG, ROSIE	1,187.36
20847	10/24/20	WILLOUGHBY, MARY	215.01
20850	11/07/20	BAUGHMAN, COLLEEN M	1,050.57
20852	11/07/20	DETTLOFF, VICTORIA	279.91
20853	11/07/20	HERNANDEZ, MARTHA	253.03
20854	11/07/20	MILLER, DIONNE	535.75
20856	11/07/20	TURNER, DEVONTE	685.07
20857	11/07/20	WILLIAMS-BAIG, ROSIE	1,187.35
20858	11/07/20	WILLOUGHBY, MARY	143.33
20859	11/09/20	DETTLOFF, HALEY	234.01
20860	11/09/20	POOLE, ADAM	173.29
20861	11/21/20	BAUGHMAN, COLLEEN M	1,050.57
20862	11/21/20	DETTLOFF, HALEY	133.05
20863	11/21/20	DETTLOFF, VICTORIA	353.30
20864	11/21/20	HERNANDEZ, MARTHA	214.59
20866	11/21/20	POOLE, ADAM	153.94
20867	11/21/20	TURNER, DEVONTE	666.07
20868	11/21/20	WILLIAMS-BAIG, ROSIE	1,187.34
20869	11/21/20	WILLOUGHBY, MARY	197.09
20871	11/21/20	MILLER, DIONNE	440.25
20875	12/01/20	WILLIAMS-BAIG, ROSIE	2,409.96
20876	12/01/20	TURNER, DEVONTE	434.26
20877	12/01/20	BAUGHMAN, COLLEEN M	1,978.30
20879	12/05/20	BAUGHMAN, COLLEEN M	1,050.56
20880	12/05/20	DETTLOFF, HALEY	152.77
20881	12/05/20	DETTLOFF, VICTORIA	293.67
20882	12/05/20	HERNANDEZ, MARTHA	75.16
20883	12/05/20	MILLER, DIONNE	390.00
20884	12/05/20	POOLE, ADAM	181.03
20885	12/05/20	TURNER, DEVONTE	742.04
20886	12/05/20	WILLIAMS-BAIG, ROSIE	1,187.34
20887	12/05/20	WILLOUGHBY, MARY	219.49
20888	12/19/20	BAUGHMAN, COLLEEN M	1,050.57
20889	12/19/20	DETTLOFF, HALEY	165.93
20890	12/19/20	DETTLOFF, VICTORIA	399.20
20891	12/19/20	HERNANDEZ, MARTHA	152.09
20892	12/19/20	MILLER, DIONNE	535.75
20893	12/19/20	POOLE, ADAM	56.81
20894	12/19/20	TURNER, DEVONTE	609.10
20895	12/19/20	WILLIAMS-BAIG, ROSIE	1,187.35
20896	12/19/20	WILLOUGHBY, MARY	259.80

Nancy L McConathy Public District Lib

Check List

GENERAL - PAYROLL

October 1, 2020 - January 6, 2021

Check Number	Check Date	Payee	Amount
20897	12/19/20	WILLOUGHBY, MARY	143.33
20898	12/19/20	DETTLOFF, VICTORIA	36.71
20899	01/02/21	BAUGHMAN, COLLEEN M	1,052.06
20900	01/02/21	DETTLOFF, HALEY	186.25
20901	01/02/21	DETTLOFF, VICTORIA	298.25
20902	01/02/21	HERNANDEZ, MARTHA	132.86
20903	01/02/21	MILLER, DIONNE	379.95
20904	01/02/21	TURNER, DEVONTE	671.57
20905	01/02/21	WILLIAMS-BAIG, ROSIE	1,188.85
20906	01/02/21	WILLOUGHBY, MARY	161.25
Payroll Check Total			34,978.68
Vendor Checks			
5616	10/06/20	C&T LAWN & LANDSCAPING	473.00
5617	10/06/20	INGRAM LIBRARY SERVICES	52.61
5618	10/06/20	SUN-TIMES MEDIA	1,857.50
5619	10/06/20	VILLAGE OF SAUK VILLAGE	50.25
5620	10/16/20	CANNA LAW OFFICES, P.C.	600.00
5621	10/16/20	COMED ELECTRIC	559.67
5622	10/16/20	NICOR GAS	91.42
5623	10/16/20	SWAN	4,183.25
5624	10/16/20	THOMSON REUTERS PROFESSIONAL SOFTWARE & SERVICES	27.00
5625	10/16/20	WAREHOUSE DIRECT	4.68
5626	10/20/20	CINTAS	209.63
5627	10/20/20	COMCAST BUSINESS	348.62
5628	10/27/20	DEMCO	102.73
5629	10/27/20	DYER BANK & TRUST	4,564.37
5630	10/27/20	HAPPY KIDS CHICAGO, INC	250.00
5631	10/27/20	UNITED STATES TREASURY	4.35
5632	10/27/20	WAREHOUSE DIRECT	2.38
5633	11/03/20	LIMRICC-UCGA	35.59
5634	11/03/20	RAINMAKER IRRIGATION INC.	125.00
5635	11/03/20	WILLIAM A. LAU & CO. LTD.	40.00
5636	11/12/20	C&T LAWN & LANDSCAPING	473.00
5637	11/12/20	CANNA LAW OFFICES, P.C.	975.00
5638	11/12/20	CINTAS	50.39
5639	11/12/20	CINTAS	209.63
5640	11/12/20	CIT (AVAYA)	114.99
5641	11/12/20	COAST TO COAST SOLUTIONS	356.79
5642	11/12/20	INGRAM LIBRARY SERVICES	230.01
5643	11/12/20	KAMM INSURANCE GROUP INC.	7,314.00
5644	11/12/20	WAREHOUSE DIRECT	37.25
5645	11/24/20	COMCAST BUSINESS	348.62
5646	11/24/20	COMED ELECTRIC	498.47
5647	11/24/20	DRAINS MADE SIMPLE	300.00
5648	11/24/20	NICOR GAS	194.42
5649	11/24/20	SCHOLASTIC LIBRARY PUBLISHING	597.00
5650	12/01/20	CINTAS	50.36
5651	12/01/20	INGRAM LIBRARY SERVICES	384.23
5652	12/01/20	WILLIAM A. LAU & CO. LTD.	40.00
5653	12/01/20	DYER BANK & TRUST	4,564.37
5654	12/08/20	C&T LAWN & LANDSCAPING	421.00
5655	12/08/20	CANNA LAW OFFICES, P.C.	150.00
5656	12/08/20	CIT (AVAYA)	229.98
5657	12/08/20	DEMCO	202.73
5658	12/08/20	SUN-TIMES MEDIA	400.00
5659	12/08/20	THE HARTFORD	68.00
5660	12/08/20	VILLAGE OF SAUK VILLAGE	51.45
5661	12/11/20	VILLAGE OF SAUK VILLAGE	56.60

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October 1, 2020 - January 6, 2021

Check Number	Check Date	Payee	Amount
5662	12/17/20	CINTAS	50.36
5663	12/17/20	CINTAS	419.26
5664	12/17/20	COMED ELECTRIC	532.49
5665	12/17/20	QUALITY ALARMS SYSTEMS INC.	588.00
5666	12/17/20	VERSATILE COMPUTER SERVICES, INC	540.00
5667	12/22/20	COMCAST BUSINESS	348.62
5668	12/22/20	NICOR GAS	313.53
5669	12/22/20	TOTAL AUTOMATION CONCEPTS, INC.	4,908.00
5670	01/05/21	VILLAGE OF SAUK VILLAGE	48.75
5671	01/05/21	WILLIAM A. LAU & CO. LTD.	40.00
5672	01/06/21	C&T LAWN & LANDSCAPING	511.00
5673	01/06/21	DYER BANK & TRUST	4,564.37
5674	01/06/21	WAREHOUSE DIRECT	4.22
20848	10/24/20	NCPERS GROUP LIFE INSURANCE	48.00
20849	11/03/20	LIBERTY NATIONAL	259.68
20870	11/23/20	NCPERS GROUP LIFE INSURANCE	48.00
20878	12/01/20	LIBERTY NATIONAL	259.68
20907	01/05/21	LIBERTY NATIONAL	259.68
20908	01/05/21	NCPERS GROUP LIFE INSURANCE	48.00
Vendor Check Total			45,691.98
Check List Total			80,670.66

Check count = 132