MARTIN TOWNSHIP PUBLIC LIBRARY

Regularly Scheduled Meeting

April 13, 2020

The regular monthly meeting of the Martin Township Public Library Board of Trustees was held remotely via Zoom on Monday, April 13, 2020, due to the Stay-at-Home Executive Order issued by Illinois Governor J. B. Pritzker in March due to the COVID-19 outbreak.

The meeting was called to order at 7:05 p.m. by Board President Mary Kerber.

Those in attendance at the meeting were Trustees Judy Dodds, Mary Kerber, Lauren Langhoff, Karen Marolf, Larry Marolf and Brenda Mueller. Library Director Joyce Carmack was present. One vacancy still exists on the Martin Township Library Board of Trustees.

There was no public comment.

The Secretary’s Report from the Regular Meeting of March 9, 2020 was reviewed as printed. Lauren Langhoff made a motion to approve the minutes as presented; Larry Marolf, seconded. All trustees present voted aye. Motion carried. The report will be placed on file for audit.

The Accounts Balances and Disbursement Reports for the month of March 2020 was presented. Judy Dodds made a motion to approve the reports as presented; Lauren Langhoff, seconded. All trustees present voted aye. Motion carried. The reports will be placed on file for audit.

The Bills for Payment for April 2020 were presented. Karen Marolf made a motion to approve payment of the bills as presented; Larry Marolf, seconded. All trustees present voted aye. Motion carried. The report will be placed on file for audit.

Joyce Carmack presented her Director’s Report for the month of March 2020.

* Circulation Report: The numbers reported reflect the activity which took place prior to the closure of the library the middle of the month. E books are still available for check-out.
* Tri-County Directors’ Meeting:
	+ The April 10th meeting hosted by the Towanda District Library was held via Zoom. The next meeting will be held on April 24, 2020 via Zoom.
	+ Many webinars have been offered during the past month.

Old Business:

* Trustees were reminded to complete their Statement of Economic Interest forms by May 1, 2020.

New Business:

* Emergency Closing Policy for Pandemics:
	+ A specific statement relating to the closing of the library due to a pandemic was added to the existing Emergency Closing Policy. That statement reads as follows:
		- Pandemic: In the case of a Pandemic, the library will follow the directives and procedures recommended by the Center for Disease Control, the Illinois
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Department of Public Health, and the McLean County Health Department for best practices to follow during the pandemic.

* + - The library will also follow the orders of the President of the United States and/or the Governor of Illinois on closing the library for any length of time.
		- Guidance will also be taken from the Illinois Library Association, the American Library Association, the Illinois State Library and the RAILS library system in the handling of library materials and providing remote library services if it is deemed necessary. Staff who are able should continue working from home as their job description will allow.
		- Every effort will be made to maintain the health and safety of the library staff and the public during the pandemic.

Karen Marolf made a motion to approve the addition of the above statement to the Board Policies; Larry Marolf, seconded. All trustees voted aye. Motion carried.

* Schedule of Regularly Meetings for 2020-2021:
	+ A schedule of regularly scheduled monthly meetings for FY 2020-2021 was discussed. After discussion, it was decided that the meeting scheduled for August 2020 will remain on the schedule in case it is needed. Brenda Mueller made a motion to approve the schedule of meetings as presented; Larry Marolf, seconded. All trustees present voted aye. Motion carried. The schedule will be posted on the website and bulletin board.
* Delays in Property Tax Disbursements/Transfer of Funds
	+ Property tax payments are now due June 17, 2020 and September 17, 2020. Following discussion, it was determined that, at the present time, only necessary expenditures will be made. A transfer of funds may be necessary to pay these bills.

Executive Session: None requested.

The next Regular Meeting is scheduled for Monday, May 11, 2020 via Zoom.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Judy Dodds, Secretary

Book Store: The Book Store will remain closed until the Stay-at-Home order is removed.

 May 2, 2020 Marolfs

 June 6, 2020 Brenda Mueller

 July 4, 2020 Closed for Holiday

 August 1, 2020 Marolfs