

**Genoa Public Library**  
Board of Trustee Meeting Minutes  
October 19, 2020

- I. CALL TO ORDER – Meeting was called to order at 7:01 pm by Board President Jim Hansen. Trustees present: Marilyn Belin, Steven Veeneman, and Donna Bradshaw. Also present: Library Director Jen Barton and Jen Lechelt.
- II. APPROVAL OF AGENDA – Steven moved to approve the agenda, second by Marilyn. Vote: Yes/4, No/0
- III. PUBLIC COMMENT – None
- IV. PRESENTATIONS – Prospective Trustee Candidate Jen Lechelt introduced herself to the Board and explained why she was interested in joining the Library Board as a Trustee.
- V. CLOSED SESSION – At 7:15 pm, Steven made a motion to go into Closed Session pursuant to 5 ILCS 120 of the Open Meetings Act for the consideration of section 2(c)(3). Second by Marilyn. Vote: Yes/4, No/0. At 7:18 pm, the Board returned to Open Session. Jim H made a motion to appoint Jen Lechelt as a Board Trustee for the Genoa Public Library District until the next election in 2021. Second by Marilyn. Vote: Yes/4, No/0
- VI. APPROVAL OF MINUTES – Steven moved to approve the minutes from September 21, 2020. Second by Marilyn. Vote: Yes/4, No/0
- VII. CORRESPONDENCE – Jen Barton read a letter submitted by former Trustee Sharon Campbell regarding the purpose and intent of the “Serving Our Public 4.0: Standards for Illinois Public Libraries” book that the Board would be reviewing later in the meeting.
- VIII. TREASURER’S REPORT – Marilyn moved that we place \$34,183.79 on the record for audit for the month of September. Second by Steven. A roll call vote was taken: Marilyn-yes, Steven-yes, Jim H-yes, Donna-yes.
- IX. OLD BUSINESS
  - i. Items on the Project List were reviewed and the list will be updated to reflect progress and completion of current items.
  - ii. Sunday hours will continue to be temporarily on hold and will be reviewed again at the November meeting.
- X. NEW BUSINESS
  - i. Steven made a motion to close the library on November 3, 2020 for Election Day and pay staff according to the Employee Holiday Pay policy. Second by Donna. A roll call vote was taken: Donna-yes, Jim H-yes, Steven-yes, Marilyn-yes
  - ii. Marilyn made a motion to reimburse Trustee Steven Veeneman for his membership in the Illinois Library Association and his upcoming attendance at the annual ILA conference at a total cost of \$125.00. Second by Jim H. A roll call vote was taken: Donna-yes, Jim H-yes, Marilyn-yes, Steven-abstain
- XI. STANDING COMMITTEES
  - a. Finance – None
  - b. Technology – None
  - c. Facilities – None
  - d. Policy - None
- XII. DIRECTOR’S REPORT AND MONTHLY STATISTICS – Presented
- XIII. ADDITIONAL DISCUSSION
  - i. The Board reviewed Chapters 1-4 of *Serving Our Public 4.0: Standards for Illinois Public Libraries* to comply with FY21 Per Capita grant requirements.
  - ii. Jen submitted a request for the following days of vacation: 11/25, 11/28, 11/30, 12/01
- XIV. ADJOURNMENT – The meeting was adjourned in due form at 8:25 pm.

**Next Meeting: November 16, 2020**

**\*ALL BOARD MEMBERS, STAFF, AND PUBLIC ATTENDEESS WERE REQUIRED TO MAINTAIN PROPER PHYSICAL DISTANCING (AT LEAST 6 FEET APART) WHILE PARTICIPATING IN THE MEETING.**