

Breese Public Library Board Meeting
Secretary's Report – July 21, 2020

The meeting was called to order by President Jean Steinman at 8:05 p.m. Tuesday, July 21 – two weeks later than the regular date of July 7 – and a quorum established.

Attending: Trustees Angie Becker, Gwen Fischer, Mary L. Heeren (taking minutes), Bonnie Holzinger, Judy Kampwerth and Jean Steinman with Jim Sprengel on Zoom. Absent: Yvonne Ratermann and Cyndi Riley. Also attending: Breese Library Director Kelly Zurliene.

Secretary's Report: Fischer and Heeren noted minor changes in the July minutes. Heeren will send corrections to Zurliene. On a motion and second by Fischer and Kampwerth, the minutes were approved with revisions. Minutes from the June Executive Session were emailed to all and will be held by Steinman.

Treasurer's Report: Zurliene noted janitorial expenses were way up and program expenses way down due to the Coronavirus. A second workstation with computer, telephone and barcode scanner was created. Plexiglass shields were installed at the Circulation Desk, a WiFi adapter was purchased for a computer now in the south-center area, and a lock was installed for the staff bathroom. On a motion and second by Holzinger and Heeren, the Treasurer's Report was approved on a roll call vote

Librarian's Report:

- Zurliene shared her report to Breese City Council on what the library was doing ref. the Coronavirus;
- Heeren was asked to draft an article ref. what is available, e-resources, hours, etc.;
- The library purchased the digital New York Times at a cost of \$1,128 and it is now available to all Breese Library card holders. Zurliene will monitor use in ref. to renewing/not renewing next year;
- Quite a few people have commented they are glad the library is open and being thoroughly cleaned;
- Currently, the library is open 10 a.m. to 2 p.m. Monday and Friday and 2 to 7 p.m. Wednesday plus curbside delivery. Suggested was 10 a.m. to 7 p.m. Mondays and Wednesdays and 10 a.m. to 2 p.m. Fridays, again with curbside pick-up. This would be an additional 9 hours;
- The library has been busy – an estimated 50 people came through a previous day over a four-hour time span and most have been abiding by the rules concerning masks, etc.;
- Breese Library operations are comparable to other facilities although all have some variations;
- What will the library do when Illinois moves to Phase 5? No decision except to “play it by ear.”
- What if the area returns to Phase 3? The library may go back to full curbside and not be open to foottraffic. In that case, a skeleton crew could handle: Zurliene and one full-time staff member;
- Demand for ebooks keeps increasing – up to 516 in June – and the library now has the New York Times (\$1,128/annual), ABC Mouse (free) and the Cloud Library (\$450/annual) available. Other possibilities include RB Digital for e-magazines (\$750/annual), Newsbank digital for the St. Louis Post Dispatch and Belleville News Democrat (\$765/annual) and Hoopla at approximately \$2 per hold. The Cloud Library may have one digital copy of a specific book so if more than one patron wants to check it out, they go on a wait list. With Hoopla, there are no holds, Zurliene explained, but the price is higher. If the 516 e-books checked out in June had used Hoopla, the cost would have been \$1,032;

- The roof was replaced by Martin Roofing of Lebanon; the A/C was replaced by Kohnen Air Conditioning of Germantown;
- Zurliene presented information on self-check-out units. Several members have seen them;
- Book Club has been meeting outside under the tree with social distancing.

Building, Finance & Book Committee Reports: none

New Business: none

The next meeting is set for 8 p.m. Tuesday, Aug. 4, at the library with Zoom available as needed.

On a motion and second by Holzinger and Fischer, the meeting adjourned at 9:04 p.m.

President Jean Steinman

Mary L. Heeren for Secretary Yvonne Ratermann