

**NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
Regular Meeting  
January 26, 2022  
5:00 pm**

**Meeting will occur via Zoom**

**Meeting ID: 723 7028 5445**

**Passcode: 411248**

**One Tap mobile**

**+13126266799**

- 1. ROLL CALL**
- 2. APPROVAL OF THE MINUTES**
- 3. CORRESPONDENCE**
- 4. LEGAL COUNSEL**
- 5. LIBRARIAN'S REPORT**
- 6. COMMITTEE REPORTS**
  - A. BUDGET AND FINANCE---Jacqueline McGee & Gary Holcomb**
  - B. POLICY AND BYLAWS --- Roger Strasemeier**
  - C. PERSONNEL--- Catherine Boettcher**
  - D. PUBLIC RELATIONS--- Mary Thompson**
  - E. FRIENDS OF THE LIBRARY --- Friends Representative**
- 7. UNFINISHED BUSINESS**
- 8. NEW BUSINESS**
  - A. Library Hours**
  - B. Credit Card Bill Pay**
- 9. AUDIENCE TO THE PUBLIC**
- 10. ADJOURNMENT**

NANCY L. MCCONATHY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES

Minutes of the Regular Board Meeting  
December 8, 2021

President Dianne Sapp called the meeting to order at 5:08 P.M.

1. Roll Call: Present were: Carolyn Farmer, Gary Holcomb, Diane Sapp and Roger Strasemeier. Catherine Boettcher arrived at 5:13.  
Absent: Jacqueline McGee and Mary Thompson
2. Minutes:  
A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve the minutes for October. Roll Call Vote: Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye and Mary Thompson, aye. Four ayes and 0 nays. Motion carried.
3. Correspondence: None
4. Legal Counsel: None
5. Librarian's Report: As presented.
6. Committee Reports:
  - A. Budget and Finance: As presented
  - B. Policy and Bylaws: None
  - C. Personnel: None
  - D. Public Relations: None
  - E. Friends: Director Williams-Baig came an update on the progress of the Friends of the Library committee. President Sapp requested a FOL representative be present at the next meeting.
7. Unfinished Business:
  - A. Director Williams-Baig gave an update regarding library hours. No changes were made.
  - B. Director Williams-Baig gave an update regarding the mortgage loan process. No changes were made.
8. New Business:
  - A. A discussion was led by Director Williams-Baig regarding making adjustments to the job descriptions for programming liaison and circulation supervisor. A motion was made by Catherine Boettcher and seconded by Gary Holcomb to accept the changes as presented. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.
  - B. Director Williams-Baig presented a proposal to change the salaries for the programming liaison and the lead circulation supervisor. A motion was made by Roger Strasemeier and seconded by Catherine Boettcher to change the pay for the programming liaison to 12.50 per hour and 13.50 for the lead circulation supervisor. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.
  - C. Director Williams-Baig presented a new job description to create the position titled lead circulation clerk. A motion was made by Roger Strasemeier and seconded by Gary Holcomb to create the position of lead circulation clerk with a salary of 13.00 an hour. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.
  - D. A motion was made by Gary Holcomb and seconded by Roger Strasemeier to approve an ordinance providing for the issue of not to exceed \$500,000 General Obligation Bonds (Alternate Revenue Source), Series 2021, of the District for the purpose of refunding certain outstanding obligations of the District, providing for the pledge of certain revenues to the payment of the principal and interest on the bonds and for the levy of a direct annual tax

sufficient to pay the principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of the bonds to the purchaser thereof. Roll Call Vote: Catherine Boettcher, aye; Carolyn Farmer, aye; Gary Holcomb, aye; and Roger Strasemeier, aye. Four ayes and 0 nays. Motion carried.

9. Audience to the Public: None

10. Adjournment: A motion was made by Roger Strasemeier and seconded by Gary Holcomb to adjourn the meeting at 6:23 p.m. Four ayes and zero nays. Motion carried.

Respectfully submitted,  
Carolyn Farmer

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

**December 23, 2021**

The meeting was called to order at 2:00 p.m. by President Diane Sapp

1. Roll Call: Present were: Carolyn Farmer, Gary Holcomb, Jacqueline McGee, Diane Sapp, Roger Strasemeier and Mary Thompson.- Absent Catherine Boettcher
2. The Levy Ordinance was presented and reviewed. A motion was made by Roger Strasemeier and seconded by Carolyn Farmer to approve the Levy as presented. Roll call vote: Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye; Mary Thompson, aye. 5 ayes, 0 nay, motion carried.
3. A motion was made by Mary Thompson and seconded by Gary Holcomb to revert back to curbside services only due to staffing and the increase in overall COVID numbers in the area. Roll call vote: Carolyn Farmer, aye; Gary Holcomb, aye; Jacqueline McGee, aye; Roger Strasemeier, aye; Mary Thompson, aye. 5 ayes, 0 nay, motion carried.
4. The Board President asked for audience questions in person and virtually. No audience participation occurred.
5. A motion was made by Roger Strasemeier and seconded by Carolyn Farmer to adjourn the meeting at 2:18 pm. Five ayes and zero nays. Motion carried.

Respectfully submitted,  
Carolyn Farmer  
Secretary

## January 2022 LIBRARIAN'S REPORT

I hope this message finds you all well and safe.

Happy New Year! Since our last meeting we have been restructuring the staff and the library procedures. We are in the process of training two new staff members. We have had several staffing issues due to COVID and other illnesses. We hope the new staff members will aid us in being able to remain open even with the staffing issues.

Our Santa event last month was amazing! We had 154 kids sign up and had 125 kids and 51 adults attend. Each of the participants were so happy and excited to see Santa.

This month, the Library has partnered with Village Trustee Debbie Williams and the Village of Sauk Village to offer COVID testing and vaccinations every Friday. The residents of Sauk Village have been so appreciative. Since January we have completed 207 COVID tests and 29 Vaccines! It has been such a rewarding experience to be a part of helping to keep the community safe!

Curbside has been working well for us. It has been especially helpful since we have been so short staffed because of illnesses. We have, however, had many residents asking when we are going to open back up again. Many people are asking to use the computer daily. I have informed everyone that I will know more at the end of the month.

Sincerely,  
Rosie Williams-Baig  
Director

## FINANCIAL REPORT

January 2022

**Dyer Bank and Trust**  
PAYROLL \$66,527.17  
GENERAL FUND \$ 41,531.96  
MONEY MARKET \$53,81820.64  
PETTY CASH \$236.06  
CHECKING \$700.96  
Total: \$ 162,816.79

Loan

\$431,328.94

December 2021

**Dyer Bank and Trust**  
PAYROLL \$102,290.67  
GENERAL FUND \$ 43,982.18  
MONEY MARKET \$53,818.07  
PETTY CASH \$1,377.29  
CHECKING \$2,700.96  
Total: \$ 209,169.17

Loan

\$434,237.91