

## MINUTES FOR ARTHUR PUBLIC LIBRARY DISTRICT

September 20, 2021

Present: President Allen, Trustees Fritz, Singer, Stewart, Stutzman, Yeakel;  
Director Pruitt. Absent: Yoder

Meeting was called to order by President Allen at 6:03 p.m.

Minutes were approved on a motion by Fritz, second by Stutzman

Treasurer's report was approved on a motion by Stewart, second by Singer

### Director's report - Kelsey Pruitt (see attached sheet for more details)

1) Covid 19 response. May need to make some adjustments as some patrons have been more aggressive and argumentative; three people were asked to leave in the past week. No changes to mask policy at this time. Appreciate local police help after students have been loitering after school. May want to revisit the idea of security cameras.

2) Cintas services (see sheet for complete details). Once a month delivery and maintenance of building supplies. Monthly rug replacement program, microfiber cloth replacement program, water cooler system and hand sanitizer stations. Quoted a price of \$204.15 monthly.

3) Per capita grant review to be done each year. Chapter 1: Illinois Public Library Core Standards. (see sheet). Chapter 2: Governance and Administration Checklist. (see sheet). We also need a long-range strategic plan for disaster and recovery and library director and staff plans for hiring. Kelsey will put something together for the board to review.

4) Circulation desk update. a) Chose rounded brass hardware for the desk; b) Reviewed proposal from Christy Foltz for light removal and approved the sum of \$1093.00 on a motion by Fritz with a second by Singer; c) Christy Foltz also offered a bid of \$3157.00 for a wood top for the bookshelf. Board made no decision on this and plan to look into this item further; d) Proposal from ESS Clean in Urbana for cleaning post installation of circulation desk in the amount of \$1210.00. Approved on a motion by Singer with a second by Yeakel; e) Carpet tiles are out of production but Rod Randall is still in possession of 5 boxes. Countryside Flooring will replace and install tiles as needed after the circulation desk is in place.

The bills were approved on a motion by Stutzman, second by Stewart

### Budget

For fiscal year 2021-2022, No. 9-20A-2021 was passed by roll call vote with all present voting aye. Trustee Yoder was absent.

New Business

Discussed landscaping on berm with the idea of doing something to keep kids off of the berm. Also discussed redoing front landscaping.

Meeting was adjourned at 6:45 p.m. on a motion by Stewart, second by Stutzman

Respectfully submitted,

Martha K. Yeakel, Secretary