Hillsboro Area Public Library District Board Meeting – held via Zoom – January 19, 2021

Trustees present: Albracht, Meier, Mulch, Naylor, Spelbring, Trader. Absent: Balla Guest: Nancy Slepicka. Jared Heller and Stacie Vasquez from Farnsworth were present for a portion of the meeting.

The monthly meeting of the Hillsboro Area Public Library District board was held via Zoom on January 19, 2021, being called to order by President Mulch at 6:16 pm. The agenda was amended to include an executive session regarding property. Jared Heller and Stacie Vasquez from Farnsworth were present to give an architectural plan update. Stacie is the firm’s interior decorator; she discussed furniture packages and will bring carpeting and paint color samples for us to examine. A discussion was held regarding the need for three bids since this expenditure will be over $25,000. She suggested reaching out to multiple vendors and then picking one. There was confusion regarding the terminology of quotes and bids. Mulch will check with Mark Schaefer regarding the rules with quotes and/or bids. Jared discussed the genealogy area and the need for storing the many large copies of newspapers. Furniture was discussed; all agreed that some of the tables and the checkout desk should have power sources and floors boxes.

The state grant was signed on 1-06-2021; construction must begin 140 days after document was signed.

The minutes from the regular meeting on 12-15-2020 and the special meeting on 1-12-2021 were approved. Albracht/Spelbring/unanimous. The financial report for December was reviewed. The register of monthly bills and the December financial statement were approved. Spelbring/Albracht/ unanimous. The CNB balance was $16,915.21. The FCB balance was $240,430.01 and the Special Reserve account at Bank of Hillsboro was $438,751.48. Naylor and Kolb will meet with Deb Forbes regarding several end of year reports that must be completed.

A brief circulation report was given; 28 people have viewed the Voices of Hillsboro podcast in the last month. There have been more requests for E- books. Greg Springer questioned if a memorial tree would be displayed in the new library. He has friends who wish to purchase things in memory of Madeline Springer. Kolb will discuss this with the Friends of the Library committee.

In her report President Mulch stated that the final construction grant document has been electronically signed. The steps and handrails by the School Street site are complete. Trustees that will help with grant reporting once construction has begun are Mulch, Spelbring, Naylor, and Librarian Kolb. Nancy Slepicka has handed in a petition for the April election. Terry Trader would like to be a write in candidate for the board. Michelle Balla does not wish to continue on the board. Mulch has been in contact with Justin Holderread at Bank of Hillsboro; he indicated that we would be able to borrow more money if an additional loan is needed.

Under new business, a motion was made to have the asbestos removed in the basement along with the ducts that are affected. The General Waste bid is $7,850 and the Environmental Consultants bid for air testing is $3,480. The total cost is $11,330. Naylor, Spelbring, unanimous roll call vote.

There were no executive sessions in the last six months that need to be reviewed.

A discussion was held regarding having a credit card that the librarian could use for purchasing supplies. There will be a limit of $500 a month that can be charged. There was a motion to allow the application of the credit card. Naylor/Spelbring/unanimous

Changes to the personnel policy were discussed. It was decided to remove the sentence regarding “employees finding their own substitute.” Motion: Albracht/Naylor/unanimous. The sexual harassment policy was discussed. A motion was made to reapprove the sexual harassment policy. Spelbring/ Naylor/unanimous.

In her report, Director Kolb reported that the elevator is again not working. She will call the repair company to get it fixed; the last repair was made on January 13. Kolb has been asked by the Imagine Hillsboro Theater group for fun titles that they could perform. She has suggested “The Princess and the Pea”; the group can only perform works published prior to 1924.

The board entered into executive session at 7:45 pm to discuss property. Spelbring/Naylor/unanimous. The board returned to regular session at 7:55 pm. No action was taken in the executive session.

The meeting was adjourned at 7:57 pm. Naylor/Spelbring/unanimous. The next regular library board meeting will be on February 26, 2021 at 6:15 pm. Location TBA later.

Carolyn Meier, Secretary