

Tuesday, October 6, 2020
Library Board Meeting

Library Meeting Room

7:00 pm

Pursuant to Governor Pritzker's Executive Order No. 2020-07 (COVID-19 Executive Order No. 5), Governor Pritzker has suspended certain rules of the Open Meetings Act specifically the Executive Order permits remote public meetings. In light of the current COVID-19 public health emergency and the prohibition of public gathering of 10 or more, the Library Board has chosen to conduct the board meeting remotely.

Join Zoom Meeting

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 891 1725 1598

To submit questions or comments during the Audience Participation portion of the meeting, please submit your questions prior to the start of the meeting to SPL-Director@comcast.net and your questions and/or comments will be read during the meeting and addressed, if appropriate at that time.

Main Governing Board

1. Meeting Opening

Subject : 1.01 Call to Order
Meeting : Oct 6, 2020 - Library Board Meeting
Type :

Public Content

Item

Background

Recommendation

1. Meeting Opening

Subject : 1.02 Roll Call
Meeting : Oct 6, 2020 - Library Board Meeting
Type :

1. Meeting Opening

Subject : 1.03 Changes/Additions to the
Agenda
Meeting : Oct 6, 2020 - Library Board Meeting
Type :

1. Meeting Opening

Subject : 1.04 Communications/Presentations

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

2. Consent Agenda

Subject : 2.01 Approval of Minutes

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[September minutes.pdf \(20 KB\)](#)

2. Consent Agenda

Subject : 2.02 Approval of bills payable

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[September.pdf \(433 KB\)](#)

2. Consent Agenda

Subject : 2.03 Approval of receipts

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[September.pdf \(1,009 KB\)](#)

2. Consent Agenda

Subject : 2.04 Cash & Investment Report

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[August.pdf \(37 KB\)](#)

3. Reports

Subject : 3.01 Librarian's Report

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[September.pdf \(46 KB\)](#)

3. Reports

Subject : 3.02 Circulation Statistics/Story Hour Report

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

File Attachments

[September.pdf \(543 KB\)](#)

4. Discussion/Action Items

Subject : 4.01 Approval of Digitalizing Microfilm

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

Public Content

In March, I contacted two companies to digitize the library's microfilm. The library currently has 675 rolls of microfilm of the Sterling Gazette dating back to the early 1900s. The two companies are Advantage Preservation, Cedar Rapids, Iowa and Imaging Office systems, Schaumburg, Illinois. The library has used Advantage Preservation before to digitize 245 reels. In order to make the bid process easy to compare I requested Advantage Preservation to quote all 675 reels.

Advantage quote \$110/ reel 675 reels \$74,250

Imaging \$73/reel 675 reels \$59,275

A difference of \$14,975

Imaging has a yearly hosting fee of \$2,185

Advantage has a yearly hosting fee of \$0.00

The difference in cost is attributed to Imaging having extra fees pulled out-like hefty hosting which is necessary part of the longevity of the project. The only fee Advantage has not put into the quote is a small shipping fee for the reels.

Imaging System requires us to pay for shipping to and from their California location for conversion. Approximately \$200-300 for shipping to California.

Advantage will come get to Sterling to get the reels.

Since Imaging Systems has a yearly hosting fee, it will take us 11 years to make up the difference between the two quotes but it will also be an ongoing fee.

I recommend that the Board approve the quote from Advantage Preservation in the amount of \$53,875, this is the cost to do the remaining 430 reels plus \$200-300 for shipping for a total of \$54,175.

File Attachments

[Digitalization quotes.pdf \(748 KB\)](#)

4. Discussion/Action Items

Subject : 4.02 Approval of Moving Funds from Edward Jones to Illinois Funds

Meeting : Oct 6, 2020 - Library Board Meeting

Type :

Public Content

I would like to recommend to the Board that we move some of the Grey Trust funds from Edwards Jones to Illinois Funds. Illinois Funds, was created in 1975 by the State Statute and is the States Public Treasurers Investment Pool, administered by the Illinois State Treasurer. The library currently has an account with Illinois Funds for our ePay receipts, debt and credit cards used by patrons to pay for library services. The library can invest the money for one day and earn interest and withdraw it the next. There is no minimum balance required and we can have as many accounts as we like. I suggest we open another account to keep these funds separated from the operating account. According to the Illinois Funds website the average Daily yield for September was 0.127% the current rate for October 4th was 0.109%.

The library Edward Jones money market is currently 0.0061%. We currently have \$179,746 in the money market.

4. Discussion/Action Items

Subject : 4.03 Discussion of Serving our Public 4.0 Standards for Illinois Public Libraries Chapters 1-3

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Type :

Public Content

Reviewing the Serving Our Public is a requirement of the Per Capita Grant for next year.

File Attachments

[Chapters 1_3.pdf \(1,544 KB\)](#)