

**MASCOUTAH PUBLIC LIBRARY**  
**VIRTUAL MEETING OF THE BOARD OF TRUSTEES**  
**MAY 19, 2020**

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on May 19, 2020 at 6:00 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Jordan Rehfeldt, Kay Connolly, Bethany McQuiston and Merly Friedland. Also present was Library Director Marian Albers.

Bethany McQuiston served as host of the meeting, President Nancy Larson presided and Merly Friedland recorded the minutes.

The minutes of Board meetings held on January 14, 2020, February 4, 2020, April 2, 2020, and April 21, 2020 were approved as written. (*Motion by Roger, second by Jordan*)

The Board ratified and confirmed these actions taken by email or telephone: 1) Cancellation of the Book Sale on March 20, 21 & 23, and 2) Closure of the Library on March 17, 2020 until March 30, 2020 or until such time as restrictions are lifted by governmental authorities. (*Motion by Frank, second by Kay*)

**Financial Report:** Frank presented the Balance Sheet as of April 30, 2020, the statements of income and expenses for the months of March & April, 2020 and the fiscal year from May 1, 2019 to April 30, 2020. Frank also submitted detailed statements on the Fuller Endowment Fund, Alice Reider Memorial Fund and Special Reserve Fund. Frank and Marian commented on the operations during fiscal year ending April 30, 2020, which concluded with a surplus and a sound cash position.

Frank stated that financial audit of the library has been completed. The only remaining item that needs to be submitted to the auditors is a written confirmation from the First Federal Savings Bank in Mascoutah, showing the Library's account balances as of April 30, 2020. Nancy will secure this confirmation from the bank.

The Board unanimously approved the above financial statements and ordered that the same be filed for audit. (*Motion by Roger, second by Jordan*)

**Committee Reports:** None.

**Director's Report:** Please refer to the Director's written report for the May 2020 Board meeting, relating to operations and activities since the last meeting and the comparative Library Circulation Report for March & April, 2019 versus March & April, 2020.

The Director brought up other matters for discussion, information and appropriate action. Thereupon, on motions duly made and seconded, the Board unanimously approved the following actions:

1. Set the Library's Non-Resident Participation Fee for FY 2020-21, at a rate of \$130 per year, effective as of May 1, 2020. (*Motion by Suzy, second by Frank*)
2. Approved the attendance of a staff member, to be selected by the Director, at the Association of Rural and Small Libraries Conference and the Illinois Library Association Conference. (*Motion by Frank, second by Kay*)

**Old Business:** COVID-19 update and library functions.

1. Mailing of library materials – this activity has increased significantly and is much appreciated by the patrons. We expect postage expense to exceed budget, but other operating expenses will decrease due to closure of the library.
2. Summer Reading Program – The program could possibly open in July on a very limited basis. Sanitizing and safe distribution of program materials are of utmost importance. Materials will be carefully selected and processed.
3. Sneeze guard for front desk – Marian is obtaining bids for this item. Marian’s preference is to go for the tempered glass from Martin Glass. Frank and Wayne will make the decision to purchase the sneeze guard once a selection has been made.

**New Business:** A. Election of Officers – The Board unanimously re-elected, by acclamation, the following named officers to serve during FY 2020-2021: (*Motion by Roger, second by Wayne*)

President -	Nancy Larson	Vice President -	Roger Grodeon
Secretary-	Merly Friedland	Treasurer-	Frank Bandre

- B. President Nancy Larson appointed the following named members to the Library Standing Committees, to serve during FY 2020-2021:

Building & Grounds : Wayne Wilhelm (Chairman) Suzy Friederich, Bethany McQuiston, Marian Albers

Finance: Frank Bandre (Chairman) Merly Friedland, Roger Grodeon, Marian Albers

Policy: Wayne Wilhelm (Chairman) Jordan Rehfeldt, Kay Connolly, Marian Albers

Personnel: Nancy Larson (Chairman) Roger Grodeon, Kay Connolly, Marian Albers

- C. Taking Inventory – The staff is gradually doing this between their breaks from usual daily activities. The process started with the non-fiction sections.

D. Liability Insurance/Sanitizing Issues – Relative to the re-opening of the Library, the Board asked that these issues must be looked into to protect the Library from any exposure to Covid-19 related liabilities. Marian has contacted our insurance provider and continues to gather relevant input and information from the library systems.

- E. Surveys on re-opening of libraries – Marian will see that she responds to all that she receives.

**Adjournment:** The Board thanked Bethany for hosting the meeting. President Nancy then declared the meeting adjourned at 7:10 p.m. The next Board meeting will be held on August 18, 2020.

Merly T. Friedland, Secretary



