

MASCOUTAH PUBLIC LIBRARY
VIRTUAL MEETING OF THE BOARD OF TRUSTEES
MARCH 16, 2021

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on March 16, 2021 at 6:00 p.m.

Trustees present were Nancy Larson, Roger Grodeon, Frank Bandre, Suzy Friederich, Jordan Rehfeldt, Kay Connolly, Scot Erickson and Merly Friedland; absent was Wayne Wilhelm. Also present was Library Director Marian Albers.

Director Marian Albers served as host of the meeting. President Nancy Larson presided and Merly Friedland recorded the minutes.

The Board welcomed its new member, Scot Erickson. Thereupon, President Nancy administered and Scot took the Trustee's Oath of Office. Scot is a valuable addition to the Board, given his background and interest in the library. He has been a teacher in Mascoutah for over 20 years, a resident for 12 years, an active patron and supporter of the library.

Additions to agenda – purchase of new computers.

Public comments - The Board welcomed Mayor Jerry Daugherty, who paid a farewell visit to the Board, as he is about to retire after serving as Mayor of Mascoutah for 22 years. The Mayor expressed thanks and appreciation for the library's active role in serving the community well through its various programs and activities. The Board took the occasion as well to thank Mayor Daugherty for the strong support that the city has extended to the library over the years. We thanked the Mayor for his long years of dedicated service, and extended best wishes for a happy retirement with his very supportive wife, Sylvia.

The minutes of the last board meeting held on January 19, 2021 were approved as corrected.
(Motion by Roger, second by Kay)

Financial Report: Frank presented the Balance Sheet as of February 28, 2021, the statements of income and expenses for the months of January and February, 2021 and the (10-month) year-to-date period from May 1, 2020 to February 28, 2021. There are no extraordinary items to report at this time. We are experiencing a delay in receiving the remaining tax monies, likely due to Covid-19 which had slowed down processing activity at the County Collector's office. General revenues are down due to closure of the library, minimal use of fax and copy machines and fewer fines. Revenues and expenses are generally in line with the budget. We anticipate favorable results at the end of this fiscal year ending in April.

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

Personnel Committee Report: 1) On behalf of this Committee, Nancy presented in detail and recommended for Board approval, a proposed salary schedule for the library staff for FY 2021-22, totalling \$192,566.40. There was a review of the current Library Salary Schedule for each staff position, along with their levels, duties, education and experience. Marian reported on the quality of our staff and is very pleased with their performance and potential for advancement.

After discussion, the Board approved, by unanimous voice vote, the recommendation of the Personnel Committee, to adopt the proposed salary schedule for FY 2021-22 in its entirety, as presented. *(Motion by Kay, second by Jordan)*

Personnel Committee Report-continued:

2) Director' Retirement – Relative to Marian's planned retirement in January, 2022, the Committee will convene in May to set a time frame and guidelines for the search of a successor. Details to follow at the May 18th Board meeting.

Director's Report: Please refer to the Director's written report for the March, 2021 Board Meeting, the Comparative Library Circulation Report for January/February 2020 and January/February 2021 and Non-Resident Registrations.

The Director brought up other matters for Board information, discussion and appropriate action:

- A. Updating Emergency Manual – Marian suggested that the Manual be updated to include Power Outage and Tornado Warnings.

After discussion, the Board unanimously approved the above stated suggestion by Marian to update the Emergency Manual accordingly. (*Motion by Suzy, second by Jordan*)

- B. Meeting Room water leak problem – Marian reported on the work that has been done so far to deal with this problem which presented itself through a broken drain pipe and damaged carpet. In the process, a new and potentially bigger problem came up with the discovery of mold in the wall. Marian promptly reached out to Scott Ross of Absolute Clean to deal with the mold problem. Absolute Clean submitted a bid for \$2,100. Marian requested Board authorization to accept this bid.

After discussion, the Board approved by unanimous voice vote the bid of Absolute Clean & Restoration, Inc. for \$2,100 for mold removal, remediation and air testing. (*Motion by Suzy, second by Frank*)

The discovery of the mold became an important issue for the Board to address. Suzy let out a strong voice in favor of adopting proactive measures to ensure the safety and wellness of the library building going forward. Further discussions will be held at subsequent board meetings. It was agreed that this matter should first go through Wayne and the Building & Grounds Committee.

- C. Board Meeting Dates – The Board unanimously approved the Board Meeting Dates for FY2021-22, to be held on the 3rd Tuesday of the designated months, starting at 6:15 p.m. (*Motion by Jordan, second by Kay*)
- D. Marian informed the Board that The Mascoutah Herald issues from 1894 to the present have been put on microfilm. This project was done with great assistance of Greg Hoskins, publisher of the Herald. Library users will now have access to the microfilmed materials at the library at no cost.

Old Business: A. Bathroom Remodel Bid Approval – Repairs and remodeling have been completed. Under existing policy authorization, Frank and Wayne, as Treasurer and Chairman of the Building & Grounds Committee, respectively, approved the bid for this project by Anstedt Construction and Mascoutah Plumbing, totalling \$5,897.68.

The Board approved by unanimous voice vote, the expenditure of \$5,897.68, and further approved and ratified the actions of the above named Trustees. (*Motion by Roger, second by Suzy*)

B. TIF 3B Compensation Issue – The library, having received a meager amount of \$5.00 and a few cents, had caused Marian to doubt whether the library is receiving the correct amount that it is entitled to under

Old Business-continued:

the TIF agreement with the City of Mascoutah. Marian will review the terms of the agreement and talk with the proper city officials for clarification and accounting of the library's entitlement.

C. COVID-19 Issues – Marian recommended that we continue to operate under our present guidelines and schedules until the vaccination program reaches a level that would allow us to make changes. We will closely follow governmental announcements and developments.

New Business: A. Changing of Library Hours after lifting of Pandemic restrictions - Marian shared her thoughts with Board, including operating hours that are in effect at libraries in our area. Marian is more inclined to opening and closing early. Marian will give proposals at the next meeting.

B. Purchase of New Computers – Marian brought up the need for new computers for the Staff. It was noted that the computers currently in use have been had for several years now and justify replacements.

The Board approved by unanimous voice vote the expenditure of up to \$4,000 toward the purchase of new computers and authorized the use of capital grant monies for this purpose. (*Motion by Kay, second by Jordan*)

Adjournment: There being no further business, President Nancy declared the meeting adjourned at 7:35 p.m. The next Board Meeting will be held on May 18, 2021 at 6:15 p.m. Announcement will be made whether to hold a virtual meeting or in person at the library.

Merly T. Friedland, Secretary

Director's Report – continued:

The update defines more clearly the use of security cameras as to purpose, signage, staff access to digital images, acceptable use and patron privacy, request for law enforcement and privacy.

Following discussion, the Board unanimously approved the foregoing stated proposal and adopted the same as the Security Cameras Policy of the Mascoutah Public Library. **(Motion by Kay, second by Wayne)**

B. Employee Pay Issue – Marian presented the case of Library Clerk, Derek Belknap, who was absent from work for one week in 2021, due to Covid-19 related exposure to some family members. As a precautionary measure, the Director determined that it was best for Derek to stay home during the week. Derek was not paid for the week, pending consultation with the Board. Had the week in question occurred before January 1, 2021, Derek would have been paid, as employers were required by law to pay up to two weeks for absences of this nature. Since the law had expired on January 1, 2021, Board approval is needed to pay Derek.

After consideration of Derek's particular situation, the Board unanimously approved payment of his salary for the week of absence. **(Motion by Wayne, second by Jordan)**

It was understood that Board approval of Derek's pay reflected the library's brief extension of the expired Covid-19 law through March 16, 2021.

C. Legal Issue – Marian brought up the need for a thorough review of TIF issues directly involving the library. After discussion, the Board unanimously approved the recommendation of the Library Director to engage the services of Phil Lenzini's law firm for the above stated purpose. **(Motion by Roger, second by Kay)**

Old Business: COVID-19 Library Issues – Library operations continue to go smoothly under measures taken since the outbreak of the pandemic. We take every opportunity to enhance these measures and to adjust accordingly to developments as brought forth by health authorities. The comparative library circulation report (2019 vs. 2020) is somewhat less meaningful, given the widely different circumstances

during the comparative periods. The circulation is down but remains steady and appreciable at this unusual time. The appointments are growing in numbers as well.

New Business: Frank announced that two seats on the Illinois Heartland Library System Board will be filled for the next term. Please let the IHLS know if anyone is interested. The term is for 3 years.

Meanwhile, due to family reasons, Frank communicated his intention to leave the IHLS board upon expiration of his term. The Board thanked Frank for his valuable service to the IHLS Board over the years.

Adjournment: There being no further business, President Nancy extended best wishes for a Happy New Year and declared the meeting adjourned at 7:00 p.m. The next regular Board Meeting will be on March 16, 2021 at 6:00 p.m.

Merly T. Friedland
Secretary

