

MASCOUTAH PUBLIC LIBRARY
VIRTUAL MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 17, 2020

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on November 17, 2020 at 6:00 p.m.

Trustees present were Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Kay Connolly, Bethany McQuiston and Merly Friedland; absent was Jordan Rehfeldt. 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.

An addition was made to the agenda regarding requests to hold meetings at the back room. No public comments were heard or submitted.

The minutes of the last Board meeting held on September 14, 2020 were approved as written.
(Motion by Wayne, second by Roger)

Finance Committee Report: On behalf of the Committee, Marian presented and recommended, for Board acceptance and approval, the following rates to levy for FY 2021-2022, based on an estimated EAV of \$139,887,255.

General Fund	.2660	\$372,100	Building/Maint.	.0065	\$9,092
IMRF	.0120	\$ 16,786	Medicare	.0010	\$1,398
Social Security	.0060	\$ 8,393	Insurance/Tort	.0065	\$9,092
TOTAL	.2980	\$416,861			

Marian stated that changes and adjustments in the rates from last year were made based on foreseeable needs in the incoming fiscal year. Consideration was given to several factors which included the planned retirement of the Library Director, Medicare and Social Security limits, and insurance coverage.

Upon a motion duly made and seconded, the Board approved, by unanimous voice vote, the recommendation of the Finance Committee to set the FY 2021-2022 levy at the above stated rates.
(Motion by Suzy, second by Kay)

Financial Report: Frank presented the Balance Sheet as of October 31, 2020, the statements of income and expenses for the months of September and October, 2020 and the 6-month year-to-date period from May 1, 2020 to October 31, 2020. Frank commented on the financial operations during the first half of the fiscal year. A significant portion of the tax monies has been received, totaling \$340,645 or 84.5% of budget. Total expenses were \$195,305 representing 45.6% of budget. The trends in both income and expense sides reflected a healthy cash flow and lower expenditures. Overall, the library is performing well within its budget and maintaining a positive cash position.

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

Budget Committee : The Committee (Frank, Roger, Merly, Marian) plans to meet in early January. Marian will set the date of the meeting.

Personnel Committee: The Committee (Nancy, Roger, Kay, Marian) plans to meet in February or early March. Marian will set the date of the meeting. The Committee will start to determine a process to guide the search for a new Director, in preparation for Marian’s retirement in January, 2022. The Board expressed concerns over a potential situation whereby the Library might not succeed in finding a suitable candidate to fill the Director’s position by the target date of January 1, 2022. Covid-19 is a continuing challenge that could affect our search. Marian has eased these concerns by assuring the Board that, should it become necessary, she will be flexible in her choice of a retirement date. Before she leaves, she will make sure that a smooth transition shall have taken place. She will make sure that her successor will have a good start and a fair knowledge of the library operations and the responsibilities of the Director.

Director’s Report: Please refer to the Director’s detailed written report for the November, 2020 Board Meeting covering library operations and activities since the last meeting and the Comparative Library Circulation Report for September/October, 2019 and September/October, 2020.

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

1. Illinois Library Association Public Policy Report – Marian briefed the Board on a legislation that was passed this year relating to library administration, known as the Cards for the Kids Act. The language in the law is quite vague and lacks specificity as to the age of qualifying children, documentation of poverty level, types of library materials involved, cost of implementing the law, effects on taxpaying residents and many more issues that need to be clarified. Marian hopes that the ILA will take a very close look at this law and do something to cure the inadequacies in it. Marian is actively following this matter and will update the Board with developments.
2. Closing of the library after Christmas Day – Marian recommended the closing of the library on Saturday, December 26, 2020. She referred to similar dates in previous years when the library repeatedly experienced very low activity. Patron traffic is basically non-existent. Currently, patrons have options to go online to obtain library materials.

After discussion and upon a motion duly made and seconded, the Board unanimously approved the closing of the Library on December 26, 2020.
(Motion by Suzy, second by Roger)
3. Staff Christmas Gifts – The Board unanimously authorized spending of up to \$600 for Staff Christmas Gifts, in the form and nature to be determined by the Director.
(Motion by Wayne, second by Roger)
4. Hoopla Database – Marian reported on our experience with this new database. It is steadily gaining popularity. It is being utilized on a “Pay as You Go” basis. Unlike the Cloud database, there is no waiting or placing holds on an item. It downloads immediately and the library pays so much for each downloaded item. Marian is monitoring the costs associated with Hoopla. High usage of this database could lead to prohibitive costs to the library and certain limits may have to be put in place to control costs. By end of April, we should have a good idea of the download volume from this new database. At that time, we can consider making necessary adjustments.
5. Water Heater Leak – The leak occurred in the Ladies bathroom and needs to be fixed as quickly as possible to prevent further damage to the countertop and cupboard. Marian has been trying to find a contractor to come and give an estimate. Nancy and Suzy will give Marian names of possible service providers to contact.

Director’s Report - continued:

- 6. Distribution of donated books – Due to Covid-19, we suspended the book sales last year. The Library has run out of space to store additional book donations. Memorial Hospital is in a similar situation. Marian was interested in other places that would accept the books. Nancy and Suzy named a few of these places and offered to deliver the donated books on a “one-time trip.”
- 7. Use of the Back Room for meetings – Consistent with the safety measures in effect during these pandemic times, the back room will remain unavailable for meetings.

Old Business: 1. Per Capita Grant Requirements – Marian led a detailed review and discussion of related checklists covering seven (7) Chapters on SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES. The Board revisited the library’s established goals, operating policy & procedures, progress and performance in meeting required standards. Marian also met with Wayne, Building Committee Chairman, to discuss ongoing building maintenance, capital project and capital asset plan.

Programming	Youth/Young Adults Services
Technology	Marketing, Promotion and Collaboration
Building Periodic Repair	Ongoing Building Maintenance
Capital Project	

1.COVID-19 Library Issues - Marian briefed the Board on the effectiveness of measures taken since the outbreak of Covid-19. Things continue to go very well. One important factor was establishing early on an effective communication between the library and the public we serve. By so doing, it became easier to execute the day to day operation and prevented mass confusions and potential for complaints. At the outset, the library communicated clearly the safety rules, precautions and steps to be followed relating to the handling of requests, delivery, pickup and return of library materials, as well as making appointments. The patrons’ good understanding of the new procedures and what was expected of them helped to ensure convenience and satisfaction in their favor.

The Board thanked Marian for leading with a steady hand and for her efforts and sound decisions that proved mutually beneficial to both Library and patrons. After hearing from Marian, it is the consensus of the Board to continue the procedures and measures currently in effect, and for Marian to make changes and adjustments as she deems appropriate.

New Business: 1. Grants – Marian has applied for a grant to cover PPE and sanitizing supplies. We were awarded the amount of \$500 which offset most of the supplies we purchased earlier with the remaining amount to go toward the purchase of ultra violet scanner. In addition, Marian has also applied for a \$4,000 grant for diversity/different nationalities materials.

- 2. Christmas Collection Boxes – Following their requests, the library gave permission to the Moose Lodge and the Mascoutah Food Pantry to place boxes at the library for the collection of Toys for Kids and food items, respectively.
- 3. Residential move – Bethany informed the Board of her upcoming move to Freeburg. The Board is going to miss her. We thank Bethany for her contributions to the library with her valuable input and sound decisions. We thank her for hosting the virtual meetings while Covid-19 prevents us from meeting in person. The Board wishes Bethany and her family well, good health and Godspeed.

Adjournment: The Board thanked Bethany for hosting the meeting. With best wishes for a Merry Christmas and Happy New Year, President Nancy declared the meeting adjourned at 7:11 p.m. The next Board Meeting will be on January 19, 2021 at 6:00 p.m.

Merly T. Friedland
Secretary