

**MASCOUTAH PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**March 15, 2016**

The Trustees of the Mascoutah Public Library held its regular meeting at the library on March 15, 2016 at 7:00 p.m.

Trustees present and constituting a quorum were Nancy Larson, Frank Bandre, Wayne Wilhelm, Anne Schorr, Jordan Kneschke, and Merly Friedland; absent were Roger Grodeon, Suzy Friederich and Linda Tribut. Also present was Library Director Marian Albers.

President Nancy Larson presided and Merly Friedland recorded the minutes. There were no additions to the agenda. No public comments were heard or submitted.

The minutes of the board meeting held on January 19, 2016 were approved as written.

**Financial Report:** Frank presented the Balance Sheet as of February 29, 2016, the statements of income and expenses for the months of January & February, 2016 and the year-to-date period from May 1, 2015 to February 29, 2016. Thus far, with 2 more months remaining in the fiscal year, tax receipts and general revenues are ahead of projections. Increase in operating expenses is primarily due to major improvements to the genealogy room. The fiscal year is likely to end in a positive note on both the income and expense side of the library operations and a healthy cash position.

*Upon a motion by Wayne, seconded by Anne, the Board unanimously approved the above financial statements and ordered that the same be filed for audit.*

**Personnel Committee Report:** On behalf of the Committee, Nancy presented in detail and recommended, for Board approval, a proposed salary schedule for the library staff for FY 2016-2017. Marian reported on the individual performance of the staff members and emphasized their strengths and fitness for specific functions of the library. When appropriate, Marian made changes and adjustments to staff members' responsibilities to achieve maximum efficiency and utilization of strengths.

*Upon a motion by Frank, seconded by Wayne, the Board unanimously approved the entire recommendation of the Personnel Committee, as presented.*

**Director's Report:** Please refer to the Director's detailed written report for the March 16 Board Meeting and the Comparative Library Circulation Report for January/February, 2015 and January/February, 2016.

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

1. Archival Books – Marian asked for direction of the Board on what to do with the old books that are taking significant amount of storage space. A list of these books with estimated prices were reviewed. Following discussion, the Board unanimously agreed to make available for sale those books that are priced at \$5.00 or less at the upcoming Book Sale. We will look into other ways of disposing the higher priced books.
2. Nichols Donated Books – Marian asked the Board for direction on how to handle the older

## **Director's Report - continued:**

fantasy/ science fiction books that are going to be donated by Mr. Bob Nichols, numbering over 1,000. Marian explained the process by which we have been handling these donated books over the past years. According to Marian, the cost of cataloging and maintaining these books has become prohibitive and time consuming for the staff. After discussion, the Board unanimously agreed to discontinue acceptance of these books from Mr. Nichols. Marian will write a letter to Mr. Nichols to inform him of this decision.

3. Non-Resident Library Staff Issue – Marian asked the Board whether or not to charge the non-resident annual fee to a former employee of the library. After discussion, the consensus of the Board is a non-resident annual fee should be charged to such non-resident former employee.
4. Marian updated the Board on the status of developing a Logo for the library.
5. Marian gave a reminder about filing the Statement of Economic Interest with St. Clair County for 2016.

**New Business:** Purchase of New Chairs for Study Room – Marian presented for Board review and approval a Quote from Egyptian Stationers for 8 chairs in the amount of \$1,687.04.

*Upon a motion by Anne, seconded by Wayne, the Board approved, by unanimous voice vote, the amount of \$1,687.04 for the purchase of 8 chairs for the Study Room.*

**Adjournment:** There being no further business, President Nancy declared the meeting adjourned at 8:05p.m. The next Board Meeting will be on May 17, 2016 at 7:00 p.m.

Merly T. Friedland, Secretary  
Secretary