

MASCOUTAH PUBLIC LIBRARY
VIRTUAL MEETING OF THE BOARD OF TRUSTEES
SEPTEMBER 14, 2020

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on September 14, 2020 at 6:00 p.m.

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

There were no additions to the agenda. No public comments were heard or submitted.

The Board expressed sympathy to President Nancy on the passing of her mother, Dr. Dorothy Larson. Dr. Larson was a strong supporter of the library and will be greatly missed. President Nancy expressed thanks and appreciation for all the thoughts, prayers, caring messages and the yard ornament keepsake from the library.

The minutes of the Board meetings on May 19, 2020, May 28, 2020 and August 18, 2020 were approved as written. (*Motion by Wayne, second by Kay*)

Financial Report: Marian presented the Balance Sheet as of August 31, 2020, and the statements of income and expenses for the month of August, 2020 and the 4-month year-to-date period from May 1, 2020 to August 31, 2020. There are no extraordinary items to report at this time. The income flow and level of expenses are well within overall budget or better. As noted in previous Board meetings, several operating expenses either went below or above budget as a direct impact of Covid-19. This impact will be felt going forward as we continue to make adjustments in a pandemic environment.

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

Finance Committee Report: The Committee will meet in October to figure out a Proposed Levy for Fiscal Year 2021-2022. Marian will set a meeting date upon receipt of the Equalized Assessed Value information from the City.

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

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

1. Thanksgiving Eve Hours - The Board unanimously approved early closing of the Library on Thanksgiving Eve, November 25, 2020. (*Motion by Roger, second by Kay*)

Director's Report - continued

- 2. Election Day Closing – The Board unanimously approved the closing of the Library on Election Day, November 3, 2020, in line with the Illinois Governor's proclamation of 2020 General Election Day. (*Motion by Kay, second by Roger*)

Old Business: 1. Per Capita Grant Requirements – Marian led a detailed review and discussion covering eight (8) Chapters on SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES. The checklists on the following chapters were reviewed. The Board revisited the library's established goals, operating policy & procedures, progress and performance in meeting required standards:

Governance and Administration	Personnel
Access	Safety
Collection Management	System Member Responsibilities & Resource Sharing
Reference Service	Reader's Advisory Service

2. COVID-19 Library Issues - Marian reported on current library operations. Things are going well. The measures we have taken to serve the public as best we can, and to maintain safety during this pandemic have worked well. We still close the Library at 6:00 p.m. as our area is at 9.5 on the Covid scale. The scale has to go below 8 before we can make further changes.

- 3. Book Database Update – Marian continues to look into this matter, with a goal of finding a more suitable replacement to the one currently in use.

Adjournment: The Board thanked Bethany for hosting the meeting. President Nancy then declared the meeting adjourned at 6:53 p.m. The next Board Meeting will be on November 17, 2020 at 6:00 p.m.

Merly T. Friedland
Secretary