

**MASCOUTAH PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**JANUARY 18, 2022**

The Board of Trustees of the Mascoutah Public Library held its regular meeting on January 18, 2022 at 5:30 p.m.

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

President Nancy Larson presided and Merly Friedland recorded the minutes.

Addition to agenda – Board presentation to retiring Director Marian Albers.

Public Comments – Following adjournment of tonight’s meeting, the Board will attend the Council Meeting at City Hall. We will witness the presentation of Certificate of Appreciation to retiring Director Marian Albers by Mascoutah Mayor Pat McMahan as well as the introduction of Joel Pikora as the new Library Director.

The minutes of the following meetings were approved as written:

Regular meeting, November 16, 2021 (*Motion by Frank, second by Jordan*)

Special meeting, November 22, 2021 (*Motion by Roger, second by Kay*)

Special meeting, December 6, 2021 (*Motion by Frank, second by Jordan*)

**Financial Report:** Frank presented the Balance Sheet as of December 31, 2021 and the statements of income and expenses for the months of November and December, 2021 and the year-to-date period from May 1, 2021 to December 31, 2021. The following is a summary of income and expenses at the end of eight months of this fiscal year, 8/12ths or at the 66.7% mark.

<u>Account</u>	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Property Taxes	\$368,439	\$372,100	99.0%
Other Taxes & Levies	61,559	47,961	128.4%
Gen. Revenue, Other Income	<u>38,189</u>	<u>20,350</u>	187.66%
TOTAL INCOME	\$ 468,187	\$ 440,411	106.3%
TOTAL EXPENSES	<u>( 275,283)</u>	<u>440,411</u>	<u>(62.5%)</u>
NET INCOME	<b>\$165,128</b>		

<b>CASH POSITION &amp; INVESMENTS</b>	<b>\$615,614</b>
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Frank stated that reclassification of certain expenses were made. We are performing within budget and continuing to look for ways to control costs while maintaining high quality service. Marian stated that there will be anticipated increase in IMRF Expense in March, related to her PTO at retirement.

**Financial Report-continued:**

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

**Finance Committee Report:** On behalf of the Finance Committee, Frank presented and recommended for Board approval, a Proposed Budget for FY 2022-2023 in the amount of \$472,977 representing an increase of \$32,566 or 7.39% over FY 2021-2022 of \$440,411. Frank, Marian and Joel explained the various factors related to increases/decreases in some of the income and expense items in the proposed budget, as compared to prior year budget. Two new accounts were added: #4227 – Book Sale and #5207-Compensated Absences.

*Upon a motion by Kay, seconded by Roger, the Board unanimously approved, by unanimous voice vote, the recommendation of the Finance Committee to adopt in its entirety the Proposed Budget for FY2022-2023 in the amount of \$472,977.*

**Director’s Report:** Please refer to the Director’s written report for the January, 2022 Board Meeting, the Comparative Library Circulation Report for November/December 2020 and November/December 2021 and Non-Resident Registrations.

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

- A. Furniture Purchase for ISL Grant – We are waiting for the delivery of the tables and chairs for the Reider Room. Due to manufacturing delays, the furniture may not arrive until the end of January.
- B. Non-Resident Card for Retiring Director – The Board unanimously approved the renewal of non-resident card for retiring Director Marian Albers for one year. (*Motion by Wayne, second by Roger*)

**Old Business:** A- COVID-19 Library Issues – Joel described the general situation within the State and our surrounding areas. There are still a few hotspots and varying restrictions in the schools. The situation in St. Louis is starting to plateau. Joel stated we might consider going curbside again, should our local schools close.

B- E.I.F.S. Bid – The Board reviewed a previously submitted bid from Phillips Co. for Exterior Insulated Finishing System (E. I. F. S.) for \$16,400. The bid has been revised to reflect a detailed breakdown of the work to be done. Wayne, Chairman of the Building & Grounds Committee strongly recommended that this work be done.

*Upon a motion by Frank, seconded by Jordan, the Board approved by the unanimous voice vote, the bid of Phillips Co. to do E.I.F.S. at the Library for \$16,400.*

**New Business:** A. Replacement of Exit Lights – Following inspection by the Insurance Company and the BPG building inspector, it was noted that the Library’s Exit Lights were not working properly. Marian then contacted Mike Liefer, electrician from Professional Electric Solutions to check out the lights. The electrician determined that all the lights were bad and suggested replacement. Marian approved the replacement of all Exit Lights, as authorized under current library policy.

B. New Policies – Marian and Joel presented, for Board consideration and approval, two new Policies, namely: “Employee Quarantine Policy” and “Emergency Closure Policy.”

**New Business-continued:**

The quarantine policy is intended to protect Library employees from spreading a hazardous condition, such as exposure to contagious virus, to other employees and patrons. The emergency closure policy ensures the staff are paid and remain employed in case of unforeseen or emergency circumstances.

Following detailed review and discussion, these actions were taken:

The Board unanimously approved and adopted the Employee Quarantine Policy in its entirety, as presented. (*Motion by Roger, second by Wayne*)

The Board unanimously approved and adopted the Emergency Closure Policy in its entirety, as presented. (*Motion by Frank, second by Scot*)

C. C.D. Maturities/Rollover – Frank reported on the status of Certificates of Deposits.

*Upon a motion made by Wayne, seconded by Jordan, the Board unanimously authorized Frank, our Treasurer, to take these actions regarding the C.Ds.: 1) Deposit proceeds from maturity of Fuller CD into the Checking Account, 2) Maturity proceeds from CDs with Citizens Community Bank be renewed for 1 year. 3) Maturity proceeds from CDs with Scott Credit Union be renewed for 2 years.*

D. Regular monthly meetings – Joel informed the Board that he would like to conduct regular Monthly Staff Meetings. The Board was receptive to this idea and had no objections to holding them.

**Gift Presentation:** Tonight, the Board says “THANK YOU“ and “SO LONG” to our Library Director Marian Albers. With the presentation of this gift, the Board does hereby adopt this resolution by unanimous consent.

“RESOLVED: That this Board hereby expresses its appreciation and gratitude to Library Director, Marian Albers, for 15 years of extraordinary dedication and service to the Mascoutah Public Library, along with very best wishes for a happy retirement.”

**Welcome:** Tonight, the Board warmly welcomes Joel Pikora, our new Library Director, and looks forward to working with him in the years ahead.

**Adjournment:** There being no further business, President Nancy declared the meeting adjourned at 6:35 p.m. The next regular Board Meeting will be on March 15, 2022 at 6:15 p.m.

Merly T. Friedland  
Secretary