

**MASCOUTAH PUBLIC LIBRARY**  
**VIRTUAL MEETING OF THE BOARD OF TRUSTEES**  
**APRIL 21, 2020**

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on April 21, 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.

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

Minutes of recently held board meetings will be submitted for approval at the May meeting.

**Financial Report:** Frank reported on the cash position of the library, which remains strong at this time. He stated that the first distribution of tax monies will be delayed by about a month, due to the impact of COVID-19 pandemic. It has slowed down the processing and mailing of real estate tax bills at the St. Clair County Treasurer's office. Frank stated the delay of tax monies will not cause any financial hardship as the library has other sources of cash. In May, Frank plans on transferring monies from both the First Federal Savings Bank and Scott Credit Union accounts to Citizens Community Bank to meet operating expenses. In addition, maturing CDs in June will provide additional operating cash while waiting to receive the tax monies.

Frank will submit financial statements at the May meeting. The statements will cover the full fiscal year 2019-2020.

**Personnel Committee Report:** Nancy led a presentation and discussion of these materials: Schedule of Minimum Wage Increases from 1/1/2020 to 1/1/2025, Library Staff Salary Adjustments for FY2020-21, and Adjusted Library Salary Schedule as of March, 2020. In determining these adjustments, the Committee considered several factors such as the minimum wage increases, education level, and time spent at the library. Frank added that there will be adequate funds to cover the pay raises.

After a detailed review of the above materials, Nancy, on behalf of the Committee made a recommendation for the Board to approve the salary- related proposals, as presented. Upon motions duly made and seconded, the following actions were taken:

***The Board approved, by unanimous voice vote, the Library Staff Salary Adjustments for FY2020-21, bringing the total salaries for the year to \$191,370.00.  
(Motion by Roger, second by Kay)***

***The Board approved, by unanimous vote, the Adjusted Library Salary Schedule as of March, 2020. (Motion by Roger, second by Kay)***

Nancy stated the intention of Marian to retire in January, 2022. The Board may start thinking about how to conduct the search for a Director.

**Director's Report:** Marian brought up the following matters for Board information and appropriate action:

1. Changing Board Meeting start time to 6:00 p.m. - The change is acceptable to the Trustees.

*The Board approved, by unanimous vote, to change the starting time of Board Meetings to 6:00 p.m. during Fiscal Year 2020-2021. (Motion by Wayne, second by Frank)*

2. Regular Board Meeting Dates for Fiscal Year 2020-2021.

*The Board approved, by unanimous vote, the dates of Board Meetings during Fiscal Year 2020-2021. (Motion by Suzy, second by Kay)*

3. Passport Service – The Chicago Passport Agency informed us that there is currently no plan to open a new passport processing facility in the Mascoutah area. It was noted that passport services are available in New Baden, Belleville and other surrounding areas. Marian will check back with agency to reiterate our interest in providing this service and to let us know when the opportunity for us to serve arises.
4. New Phone System Update – Installation has begun and going smoothly. We expect the system to be fully installed by April 29.

**Old Business:** COVID-19 update and library functions.

1. Mailing of library materials to patrons is going really well and much appreciated by the patrons, especially by the elderly. Thirty-six packages have been mailed with 80 items at a cost of \$123.00. The word is spreading fast; therefore, we expect to do more mailings during the pandemic. We are concerned about the timely return of the Hotspots. We have a problem with one patron who is long overdue in returning the item.
2. Library Inventory in May – As sanitizing materials are not readily available due to high demand, we might not be able to accomplish this task in May.

**New Business:**

1. Julie Laakko resignation letter, with thanks for the pleasure of working at the library.

*On a motion by Kay, seconded by Roger, the Board accepted the resignation of Julie Laakko.*

2. Governor's Shelter in Place – The Trustees provided their thoughts on this matter, not feeling sure if it will be lifted soon or extended. We continue to watch for updates and other developments.
3. Summer Reading Program – The library is thinking of several ways on how to administer the program this year, what materials to use, with the possibility of implementing the program online if restrictions should remain in effect.
4. Reopening of the Library – The Board agreed to announcing the reopening of the Library on May 18 at the earliest, subject to change should further restrictions be imposed by the State and local authorities.

**Adjournment:** The Board thanked Bethany for hosting the meeting. President Nancy then declared the meeting adjourned at 7:05 p.m. The next Board meeting will be held on May 19, 2020.