

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
JANUARY 17, 2023

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the Library on January 17, 2023 at 6:15 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Scot Erickson, Suzy Friederich, Jordan Rehfeldt, Kay Connolly and Merly Friedland. Also present was Library Director Joel Pikora..

President Nancy Larson presided and Merly Friedland recorded the minutes.

Addition to agenda – Welcoming our guest, Ms. Jenna Smith, Director of Leu Civic Center.
 Public Comments – None.

The minutes of the last board meeting on November 15, 2022 were approved as written.
(Motion by Suzy, second by Roger)

Financial Report: Frank presented the Balance Sheet as of December 31, 2022 and the statements of income and expenses for the months of November and December, 2022 and the year-to-date period from May 1, 2022 to December 31, 2022. 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	\$377,560	\$379,511	99.5%
Other Taxes & Levies	75,745	65,766	115.2%
Gen. Revenue, Other Income	<u>25,256</u>	<u>29,869</u>	84.6%
TOTAL INCOME	\$ 478,561	\$ 475,146	100.1%
TOTAL EXPENSES	<u>(319,130)</u>	<u>480,632</u>	<u>(66.4%)</u>
NET INCOME	\$159,431		

CASH POSITION & INVESMENTS	\$609,599
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Frank stated that property taxes have been coming in at normal frequency. Expenses are generally within budget, except for building maintenance and travel expenses deemed necessary and justified. A significant decrease in health insurance was noted, resulting from a change in our health policy.

Frank also mentioned that Certificates of Deposit with Citizens Community Bank will mature this month. He recommended, and the Board unanimously agreed, that the CDs be renewed for another year.

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

Policy Committee Report: The Committee met on December 1, 2022 and January 11, 2023 to continue its work of reviewing and updating the Library Policy. Joel presented 3 Policy Drafts covering (A) Patron Conduct Policy (B) Emergency Policy, and (C) Emergency Closure Policy.

Following review and discussion, the Board unanimously approved the above stated Drafts, as written.
(Motion by Frank, second by Scot)

Finance Committee Report: On behalf of the Finance Committee, Frank presented and recommended for Board approval, a Proposed Budget for FY 2023-2024 in the amount of \$502,800 representing an increase of \$29,823 or 6.3% over FY 2022-2023 of \$472,977. Frank and Joel explained the various factors related to account reclassifications, increases/decreases in some of the income and expense items in the proposed budget.

Upon a motion by Wayne, seconded by Jordan, the Board unanimously approved, by unanimous voice vote, the recommendation of the Finance Committee to adopt in its entirety the Proposed Budget for FY2023-2024 in the amount of \$502,800.

Director's Report: Please refer to the Director's written report for the January, 2023 Board Meeting, the Comparative Library Circulation Report for November/December 2021 and November/December 2022, Non-Resident Registrations and Library Programming Report.

According to Joel, November and December were very busy months. Our Juvenile and Adult Programs drew good attendance and were received with enthusiasm and compliments. Based on positive feedback, we are hopeful that our new programs will attract more participation by the community.

The Library hosted a blood drive on November 28 in coordination with Holy Childhood. We plan to continue this community service by offering blood drives as a supplementary site for those who are unable to donate at Holy Childhood.

Leu Civic Center – Jenna Smith, Director, spoke to the Board about the possibility of collaborating with the Library in implementing various goals and projects of the Center. Joel and Ivy had a meeting with Jenna to discuss community activities being considered at this time. More discussions to follow on this matter.

Old Business: A) Public Health Update – Covid is still going but we are not seeing a surge like last year's. We continue to protect our staff and patrons by practicing good sanitation.

B) Fire Alarm Quote – The Board has fully discussed this maintenance issue and related cost at previous meetings.

The Board approved, by unanimous voice vote, the amount of \$15,990 for the installation of **UL listed fire alarm**, as proposed and specified by Pro-Alarm LLC on November 1, 2022.

(Motion by Wayne, second by Suzy)

C) Archive Social – Joel has contacted City Hall without getting a response. He will follow up until he hears back from them.

New Business: A) Board Positions – With the upcoming new fiscal year, President Nancy encouraged the Board to make known their interest in serving new positions, either as officers or committee members.

B) Long Range Planning Committee – Please let Joel know if you wish to be a member of this committee.

New Business-continued:

C) Fine Free – The policy regarding lost items was reviewed and it was decided that no changes be made at this time.

The Board then voted unanimously to continue the imposition of fines for lost library items and to review the policy in 2024. (*Motion by Wayne, second by Jordan*)

D) TIF2B- The City is working with a consulting firm to prepare a new agreement. Joel to inform us of developments.

E) PES Invoice- The Board approved, by unanimous vote, the amount of \$570 to retrofit front of building can lights that are mercury vapor and rewire fixture to take led bulbs, by Professional Electric Solutions, Inc. (*Motion by Kay, second by Scot*)

F) Reader Zone – The Board approved, by unanimous vote, a subscription to Reader Zone, at the rate of \$787.99 per year.

G) EBSCO Database – Joel is not recommending this database at this time and would look into other options.

H) Biblio+ - Tabled for now.

I) Aspen Discovery – The Board approved, by unanimous vote, the library's participation at the rate of \$500 per year. (*Motion by Kay, second by Roger*)

Correspondence: Received and noted “THANK YOU” and “HOLIDAY GREETING” cards from the Library Staff, The Book Club, Mascoutah Tuesday Woman’s Club, Mary & Steve Force, Susan @ Trinity, Patrons (Madison, Emily, Tammp, Tiffany, Susann, Maddeson.)

Adjournment: There being no further business, President Nancy declared the meeting adjourned at 8:03 p.m. The next regular Board Meeting will be at the Library on March 21, 2023 at 6:15 p.m.



Merly T. Friedland
Secretary