

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
March 19, 2019

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the library on March 19, 2019 at 7:00 p.m.

Trustees present were Frank Bandre, Wayne Wilhelm, Suzy Friederich, Kay Connolly, Bethany McQuiston and Merly Friedland; absent were Nancy Larson, Roger Grodeon and Jordan Rehfeldt. Also present was Library Director Marian Albers.

Treasurer Frank Bandre presided and Merly Friedland recorded the minutes. There were no additions to the agenda. No public comments were heard or submitted.

On a motion by Wayne, seconded by Kay, the minutes of the last board meeting held on January 15, 2019 were approved as written.

Financial Report: 1) Frank presented the Balance Sheet as of February 28, 2019, the statements of income and expenses for the months of January & February, 2019 and the (10-month) year-to-date period from May 1, 2018 to February 28, 2019. Frank stated that revenues and expenses are generally in line with the budget. With 2 months remaining in the current fiscal year, we anticipate favorable results and sound cash position at year end.

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

2) Investments - Frank then submitted a breakdown of the Certificates of Deposit (CDs), which were recently purchased and issued by Citizens Community Bank. Twelve CDs were purchased for the Library, in \$5,000 to \$20,000 increments with varying maturity dates, totaling \$125,000.

Upon a motion by Suzy, seconded by Wayne, the Board unanimously approved, ratified and confirmed the above stated purchases of CDs by the Treasurer.

3) Investment Policy – On behalf of the Finance Committee, Frank resubmitted and recommended for Board approval, a document entitled “Investment Policy” for the Library. After review and study of this matter, action was taken.

Upon a motion by Suzy, seconded by Wayne, the Board unanimously approved the recommendation of the Finance Committee and adopted the said document as the Investment Policy of the Mascoutah Public Library.

Personnel Committee Report

On behalf of the Personnel Committee, Kay presented in detail and recommended, for Board approval, a proposed salary schedule for the library staff for FY 2018-2019. Marian reported on the performance of the staff members and assessed their strengths and fitness for specific functions of the library. Factors considered in arriving at the proposed salary schedule included health insurance, longevity and retainability of employees, comparability with pay ranges at other libraries in the area. Marian and the

Personnel Committee Report-continued

Board are very pleased and satisfied with the job our staff is doing. Feedback from patrons are positive and appreciative.

Marian briefed the Board on recent changes in staffing, to enhance operating stability and efficiency. Hiring of Coop students will be discontinued. Tony Elder was hired, following recommendation of Trinity Services.

Upon a motion by Frank, seconded by Wayne, the Board unanimously approved the recommendation of the Personnel Committee to adopt the proposed salary schedule for FY 2018-2019 in its entirety, as presented.

Director's Report: Please refer to the Director's detailed written report for the March 19, 2019 Board Meeting and the Comparative Library Circulation Report for January/February, 2018 and January/February, 2019.

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

- 1) Library items no longer in use.

***Approved the disposition and donation of various library items and equipment, as determined by the Director, to the Mascoutah Historical Society.
(Motion by Wayne, second by Kay)***

- 2) Friends of the Library Book Sale – Friday-April 5 to Monday- April 8, 2019.
Flyers for the event have been distributed.
- 3) The Library will be hosting author Ed Morrison at the High School Auditorium on August 3, 2019. Marian will provide more details.
- 4) Congratulations to Frank on becoming a member of the Illinois Heartland Library System Board of Directors. Very proud of you!
- 5) Certificate of Recognition was issued to the Mascoutah Public Library by the State of Illinois, For 90th Year of Serving Mascoutah.

Old Business: Finals Night – Suzy spoke with school officials and found out that they were not aware of the cancellation of this event during the first semester. The school would like to reinstate this event in the Spring and will give the Library a 6-week notice in advance.

New Business: None

Adjournment: There being no further business, Frank declared the meeting adjourned at 7:45 p.m. The next Board Meeting will be on May 21, 2019 at 7:00 p.m.

Merly T. Friedland, Secretary