

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 16, 2021

The Board of Trustees of the Mascoutah Public Library held its regular meeting on November 16, 2021 at 6:15 p.m.

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

President Nancy Larson presided and Merly Friedland recorded the minutes.

Additions were made to the agenda to include Staff Christmas Gifts, Board Farewell Party and Staff Farewell Party in honor of Library Director Marian Albers. No public comments were heard or submitted.

The minutes of the last Board meeting held on September 21, 2021 were approved as written.
(Motion by Roger, second by Suzy)

Financial Report: Frank presented the Balance Sheet as of October 31, 2021, the statements of income and expenses for the months of September and October, 2021 and the 6-month year-to-date period from May 1, 2021 to October 31, 2021. Frank commented on the financial operations during the first half of the fiscal year. A significant portion of the tax monies came in and the TIF monies had been collected. Total income was \$394,181 or 89.5% of budget. Total expenses were \$206,542 or 46.9% of budget. The trends in both income and expense sides reflected a healthy cash flow. Overall, the library is performing well within budget and maintaining a positive cash position.

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

Building Committee Report: A) Re-paving of Parking Lot – The Committee determined that it was too late in the year to do this project and decided to have it done in 2022 when weather permits. In the meantime, it has obtained a bid from Sonnenberg Asphalt Company for re-paving of front and back parking lots for \$4,850. This bid will remain the same in 2022.

After discussion, the Board approved and accepted by unanimous voice vote, the foregoing stated bid of Sonnenberg Asphalt Company for \$4,850. *(Motion by Wayne, second by Kay)*

Personnel Committee: Nancy gave an update on the search for a new director. There are 10 applicants. The Committee has been reviewing the resumes and background tests. After doing interviews, it has focused on 2 finalists. The Committee would like to conduct further interviews and submit its recommendation to the Board within the next few days.

Finance Committee Report: On behalf of the Committee, Frank presented and recommended, for Board acceptance and approval, the following rates to levy for FY 2022-2023, based on an estimated EAV of \$146,246,940.

General Fund	.2595	\$379,511	Building/Maint.	.0110	\$16,087
IMRF	.0160	\$ 23,399	Medicare	.0010	\$1,462

Finance Committee Report-continued:

Social Security	.0050	\$ 7,312	Insurance/Tort	.0065	\$9,506
TOTAL	.2980	\$437,277			

By unanimous voice vote, the Board approved the recommendation of the Finance Committee to set the FY 2022-2023 levy at the above stated rates. (*Motion by Kay, second by Jordan*)

Director's Report: Please refer to the Director's detailed written report for the November, 2021 Board Meeting covering library operations and activities since the last meeting and the Comparative Library Circulation Report for September/October, 2020 and September/October, 2021.

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

A. Furniture Purchase for ISL Grant – The Illinois State Library has awarded us a Spacing for our Future grant of \$6,922 to purchase tables and chairs for the Reider room. The grant monies will be made available as an expense reimbursement, only after the library had actually made the purchases. The Furniture needed to be ordered quickly so it arrives during the grant timeline especially with manufacturing delays. Frank and Wayne (as authorized by Library policy) approved the purchase of chairs and tables from Egyptian Workspace Partners in Belleville for \$6,922 and Marian ordered the furniture.

By unanimous voice vote, the Board approved, confirmed and ratified the action of Frank and Wayne to authorize the above stated purchase of furniture for the Reider room.
(*Motion by Roger, second by Suzy*)

B. BPG Building Inspection – Wayne reported on the building inspection that was done by Nicholas Goodman of BPG Inspections. At the conclusion of his inspection, Mr. Goodman had some suggestions for addressing a few issues he noticed. Due to the issues raised by BPG Inspections, Josh Phillips, of Phillips Co. of Freeburg, came out on October 28 to do an inspection of our EIFS (beige wall around building). The Board discussed the findings of Phillips Co. and agreed that steps need to be taken to maintain care and maintenance of the library building. Following the EIFS inspection, the Board is considering a bid for \$16,400 from Phillips Co. for Exterior Insulated Finishing System. The Board will act on this bid after obtaining a more detailed job description, itemized pricing and warranty information.

C. Sorting Book Donations – The Board unanimously agreed and instructed that the task of sorting out the donated books now be assumed by the Library Staff.

D. Staff Christmas Gifts – The Board unanimously authorized spending of up to \$600 for Staff Christmas Gifts, in the form and nature to be determined by the Director.
(*Motion by Wayne, second by Roger*)

E. Board Farewell Party & Staff Farewell Party – In honor of retiring Director Marian Albers, the Board unanimously authorized spending of up to \$1,000 for these events.
(*Motion by Frank, second by Wayne*).

Old Business: A. Per Capita Grant Requirements – Marian led a detailed review and discussion of related checklists covering Chapters 7 to 13 of SERVING OUR PUBLIC 4.0 STANDARDS FOR ILLINOIS PUBLIC LIBRARIES. The Board revisited the library's established goals, operating policy & procedures, progress and performance in meeting required standards.

Old Business – continued:

Topics reviewed and discussed: Collection Management, System Member Responsibilities & Resource Sharing, Public Services: Reference & Readers Advisory Services, Programming, Youth/Young Adult Services, Technology, and Marketing, Promotion & Collaboration.

Further, the Board reviewed in detail the Facility Management Checklist and ongoing building maintenance operations.

1.COVID-19 Library Issues - Marian briefed the Board on developments. We continue to enforce the measures taken for a safety operation and to make adjustments as needed. The pandemic cases appear to be on the rise again. We are providing masks and taking guidance from the governmental and health authorities.

New Business: Painting and repairing EIFS on outside building - Please refer to Director's Report, Item V – B above.

Adjournment: With best wishes for a Merry Christmas and Happy New Year, President Nancy declared the meeting adjourned at 7:45 p.m. The next Board Meeting will be on January 18, 2022 at 6:15 p.m.

Merly T. Friedland
Secretary

