

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 15, 2022

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the library on November 15, 2022 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 Joel Pikora.

President Nancy Larson presided and Merly Friedland recorded the minutes.

Additions to Agenda - None Public Comments - None

The minutes of the last Board meeting held on September 20, 2022 were approved as written.
(Motion by Roger, second by Kay)

Financial Report: Frank presented the Balance Sheet as of October 31, 2022, the statements of income and expenses for the months of September and October, 2022 and the 6-month year-to-date period from May 1, 2022 to October 31, 2022. Frank commented on the financial operations during the first half of the fiscal year. We had a favorable cash flow, having received \$419,943 in revenues or 88.4% of budget. Total expenses were \$249,378 representing 51.9% of budget. Overall, the library is performing well within its budget and maintaining a healthy cash position.

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

Policy Committee: The Committee met on November 1 to work on its ongoing project of reviewing and updating the Library Policy. Joel reported that the Committee is currently working on the Personnel Handbook and considering human-resource related matters.

Finance Committee Report: On behalf of the Committee, Frank presented and recommended, for Board acceptance and approval, the following rates to levy for FY 2023-2024, based on an estimated EAV of \$160,488,990.

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|-----------------|--------------|------------------|-----------------|-------|----------|
| General Fund | .2462 | \$395,190 | Building/Maint. | .0120 | \$19,195 |
| IMRF | .0153 | \$ 24,500 | Medicare | .0010 | \$ 1,535 |
| Social Security | .0049 | \$ 7,680 | Insurance/Tort | .0069 | \$11,000 |
| TOTAL | .2863 | \$459,100 | | | |

Frank stated that changes and adjustments in the rates from last year were made based on foreseeable needs in the incoming fiscal year.

Upon a motion duly made and seconded, the Board approved, by unanimous voice vote, the recommendation of the Finance Committee to set the FY 2023-2024 levy at the above stated rates. (*Motion by Suzy, second by Roger*)

Building Committee : The Committee met on November 9 to further address deferred maintenance issues. Wayne stated that discussions were focused on four items, being the Water Heater, Rear Doors, Fire Alarm and Drywall. The consensus of the Committee in regard to these four items were as follows:

1. Water Heater – High priority, the problem must be dealt with now.
2. Rear Doors – Issues may not be resolved quickly; begin the project as soon as possible.
3. Fire Alarm – Table the issue for now; 2 bids received.
4. Drywall – To save cost, there is possibility that a group of volunteers may be able to do this job.

Relative to the above maintenance issues, the Board individually approved and authorized, by unanimous voice vote, the following expenditures:

*Approved payment of \$1,500.00 to Home Solutions for work on the Water Heater
(Motion by Roger, second by Suzy)*

Approved payment of \$3,284.88 to Glass Doctor for work on the Rear Doors (Motion by Jordan, second by Frank)

Director's Report: Please refer to the Director's detailed written report for the November, 2022 Board Meeting covering library operations, programs and activities since the last meeting and the Comparative Library Circulation Report for September/October, 2021 and September/October, 2022.

The Board noted the success of new library programs that were launched in September. The events drew a good turnout of both young people and adults. Thanks to the library staff for their enthusiasm and dedication to these new programs.

ILA Conference – Joel attended the conference from October 18-20. There was a major focus on Diversity, Equity and Inclusion and post pandemic adaptations for library services.

IHLS Laptop Sale – We took advantage of the IHLS Laptop Sale as part of its space clearing efforts. The library purchased at very low costs several computer related tools and equipment. Great savings!

Old Business: 1. Public Health Update – Covid is at a very low transmission rate. The monkey pox has been in the news lately although it doesn't seem to have affected our area. We continue to protect our staff and patrons by practicing good sanitation.

2. Per Capita Grant Requirements – Joel led a detailed review and discussion of related checklists covering six (6) Chapters on STANDARDS FOR ILLINOIS PUBLIC LIBRARIES. The Board revisited the library’s established goals, operating policy & procedures, progress and performance in meeting required standards in the following areas: System Member Responsibilities & Resource Sharing , Reference and Reader’s Advisory Services, Programming, Youth/Young Adult Services, Technology, and Marketing, Promotion and Collaboration.

A. Patron Letter – Nancy presented to the Board a letter from Mr. Paul Schorr, expressing his opinion on the availability of certain media sites through the library as well as the loaning out of certain recreational equipment. After discussion, it was the consensus of the Board that library policy regarding this matter shall remain unchanged.

B. The Board reviewed “5 ILCS 120/2.06b” covering minutes of meetings; right to speak.

New Business-continued:

C. Patron Conduct – Due to recent incident at the library, the Policy Committee will be requested to consider acceptable/unacceptable behavior at the library.

D. Lazerware Laptop Quote – Joel presented a quote from Lazerware for a Lenovo ThinkPad E15 G2 15.6” Notebook and accessories, including a 3-year Lazerware exclusive RRP warranty.

Following discussion, the Board approved, by unanimous voice vote, the amount of \$2,408.86 for the purchase of the above described Lazerware Laptop.

(Motion by Wayne, second by Frank)

E. Archive Social – Joel was requested to ask the City if we could share with them.

F. Staff Christmas Gifts- The Board unanimously approved the amount of \$550.00 from the Friends of the Library Fund, to distribute as Christmas gifts to the Library Staff.
(Motion by Roger, second by Kay)

Adjournment: With best wishes for a Merry Christmas and Happy New Year, President Nancy declared the meeting adjourned at 7:30 p.m. The next Board Meeting will be on January 17, 2023 at 6:15p.m at the library.

Merly T. Friedland
Secretary