

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
AUGUST 20, 2024

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the Library on August 20, 2024 at 6:15 p.m.

Trustees present and constituting a quorum were Nancy Larson, Roger Grodeon, Frank Bandre, Scot Erickson, Kay Connolly and Merly Friedland; absent were Wayne Wilhelm, Suzy Frederich and Jordan Rehfeldt. 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 on May 21, 2024 were approved as corrected.
(Motion by Frank, second by Roger)

Financial Report: Frank presented the Balance Sheet as of July 31, 2024, the statements of income and expenses for the months of May, June & July, 2024 and the 3-month year-to-date period from May 1, 2024 to July 31, 2024. There are no major items to report at this time. We expect to receive the bulk of tax monies after St. Clair County has collected the second payment on property taxes due in September. The Certificates of Deposit continue to earn higher interest rates.

Frank and Joel are currently working on the QuickBooks Clean Up Project. It involves a thorough review of the Chart of Accounts, resulting in the removal, addition, reclassification and combining of accounts. The Library has made changes to its Balance Sheet/Revenue/Expense categories in recent years. The Clean Up is meant to better reflect the changes on the financial statements.

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

Building Committee Report: The Committee (Wayne, Suzy, Scot & Joel) met on June 20, 2024 to address the water problem in the Children's area. The root cause of this problem has not been identified; the situation will continue to be monitored during the rainy days. Absolute Clean is also being kept informed on the situation.

Policy Committee Report: The Committee (Wayne, Jordan, Kay & Joel) met on July 17, 2024 to continue its work on updating the Policy Manual. On behalf of the Committee, Joel presented and recommended for Board approval, a Policy Draft entitled "Abuse and Neglect Reporting Policy."

After review and discussion, the Board unanimously approved the above stated Policy Draft, as presented and recommended by the Policy Committee. *(Motion by Roger, second by Scot)*

Director's Report: Please refer to the Director's detailed written report for the August, 2024 Board Meeting covering library operations, programming attendance and other activities since the last meeting, the Comparative Library Circulation Report for May/June/July, 2023 and May/June/July, 2024 and Non-Resident Registrations.

Director’s Report – continued:

In summary, during the last 3 months, the Library was very busy implementing the summer programs for all ages. Attendance and participation were at high levels. Activities included visits from Zion preschool and Mascoutah Elementary second graders, Spring Finals Night for the High School, first Baby Prom on storytimes. We had weekly programs for little ones, adults, parents, school age children, and teens. Outreach events included attendance at family nights of the school’s Stem Kamp, setting up a table at Leu Civic Center’s Leulapalooza. Summer reading finales include “lock in” for the teens, Book Ball for adult summer reading, annual pool party for the kids at Mascoutah pool.

Following all of the above activities, the Library ended up being able to donate \$1,000 each to the Mascoutah Chapter of the Dolly Parton Imagination Library and the Children’s Dyslexia Center.

The Director brought up these matters for information or appropriate action:

1. The Secretary of State and the Illinois State Library have launched a new statewide database package, known as the EBSCO databases. Full access will be available to all state libraries, pending verification.
2. Public phone usage – Joel asked the Board to consider adopting a Policy regarding public use of library phones.
3. Tuesday Woman’s Club Donation- The Club donated \$1,500 to the Library for the purpose of printing physical cards.
4. Joel has joined the ILA Reaching Forward South Committee to work with other ILA members in planning for its conference next year, scheduled for April 4, 2025. He has also registered to attend ILA Annual Conference this year from October 8th-10th.

Old Business: A) Approval of paid invoices for landscaping and children’s room clean-up:

Reyes Landscaping & Lawn Service	\$5,550.00
Absolute Clean	<u>2,117.65</u>
Total	\$7,667.65

Upon a motion by Roger, seconded by Kay, the Board approved and ratified by unanimous voice the above payments of \$7,667.65.

B) Assigning FY23-24 Surplus - Frank recommended that the Surplus of \$12,216.82 be used to reimburse the Building Fund for building maintenance-related expenditures and computer upgrades.

Upon a motion by Scot, seconded by Roger, the Board unanimously approved Frank’s recommendation to apply the surplus of \$12,216.82 as stated above.

New Business: A) Review of Serving our Public Library Standards – The Board reviewed and discussed in detail Chapters 1, 2, 3, and 4 covering Public Library Core Standards, Governance and Administration Checklist, Personnel Checklist and Access Checklist, respectively.

B) Veterans Property Tax Program Funds – The Board reviewed (20 ILCS 2505/2505-810), Sec. 2505-810 pertaining to the Veterans Property Tax Relief Reimbursement Pilot Program.

C) Project Next Generation Grant FY25 – Joel submitted, and the Board reviewed in detail, a list of items to be purchased or acquired by the Library, consistent with the spending requirements of the Library Services and Technology Act Grant. The Library was awarded a Grant of \$34,840.00 for Mascoutah Public Library Coding Course.

New Business -continued:

Upon a motion by Frank, seconded by Scot, the Board approved by unanimous voice vote, the recommended purchases to be made under the said Grant in the total amount of \$34,840.00

D) Copier Replacement – After reviewing quotes from three providers, the Board decided to go with Richo for \$6,942 plus additional allowance of \$558 for installation costs.

Upon a motion by Roger, seconded by Scot, the Board approved by unanimous voice the amount of \$7,500 for the purchase of a new Copier.

E) Proposal to Change Hoopla Monthly Budget, Monthly Borrows and Maximum Cost Per Item- Joel stated that the cost of providing Hoopla has become prohibitive at this point. He brought up the statistics on usage and suggested changes to contain costs. Related to this matter, Joel proposed to add Libby Access through Rolling Prairie Digital Consortium Membership.

Upon a motion by Kay, seconded by Roger, the Board unanimously approved suggested changes to Hoopla as well as the addition of Libby Access to our digital services.

F) Lazerware Security Upgrade – The Board reviewed the quote from Lazerware for security upgrade. *Upon a motion by Kay, seconded by Scot, the Board approved by unanimous voice vote to accept the quote from Lazerware in the amount of \$3,194.31 for Fortinet security upgrade.*

G) Streamline Website Package – No Board action taken at this time.

H) Global Life Insurance for employees – No interest shown at this time.

Adjournment: There being no further business, President Nancy declared the meeting adjourned at 8:00 p.m. The next Board meeting will be held on September 17, 2024 at 6:15p.m.

Merly T. Friedland, Secretary