

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
MAY 20, 2014

The Trustees of the Mascoutah Public Library held its regular meeting at the library on May 20, 2014 at 7:00 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Linda Tribout, Anne Schorr, Jordan Kneschke, and Merly Friedland; Also present was Library Director Marian Albers.

President Nancy Larson presided and Merly Friedland recorded the minutes. There were no additions to the agenda. No public comments were heard or submitted.

President Nancy Larson administered the Oath of Office on the re-appointed library trustees: Jordan Kneschke, Suzy Friederich and Wayne Wilhelm.

The minutes of the last board meeting on March 18, 2014, were approved as written.

Financial Report: Frank presented the Balance Sheet as of April 30, 2014, the statements of income and expenses for the months of March & April, 2014 and the fiscal year from May 1, 2013 to April 30, 2014. Frank commented on the result of operations for the fiscal year ending April 30, 2014. Total revenues and receipts of \$374,232, exceeded projected amount of \$348,138 or by \$26,094. The increase in revenue was primarily attributed to receipts of personal property replacement tax (PPRT) and grant monies. Although operating expenses were slightly higher than budget due to some extraordinary expenses (summer programs, database subscriptions, equipment/furnishings, legal) total expenses for the year were below budget by \$7,748, or \$355,886 vs. \$348,138. At year end, the library is in sound cash position which will enable implementation of some of the deferred projects and improvements as well as enhancements of library services. Marian is going to submit new project proposals for Board approval.

Frank reported that funds with Citizens Community Bank are doing well and that we are gradually transferring more funds from Regions Bank.

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

Policy Committee Report: On behalf of the Committee, Linda presented in detail and made a recommendation for Board approval, the following changes to library bylaws, policies and guidelines:

- 1) Addition of Weapons Policy.
- 2) Change to Section 5, Authority to Spend, authorizing the Library Director to spend up to \$10,000 in the event of emergency, with the approval of the Treasurer and the Building Committee Chairperson.
- 3) Several additions and change of wordings/descriptions/titles to policy guidelines, patrons services, patron conduct, non-resident fees, collection development, printing charges, scanned documents, delinquent borrowers, overdue notices, equipment use and obsolete items, and personnel evaluation schedule. These changes are made primarily to provide

Policy Committee Report-continued:

more clarity and understanding of library policies and to be more in line with the new methods of delivering services within the state library systems in general.

After discussion, upon a motion by Roger, seconded by Anne, the Board unanimously accepted the above described recommendation of the Policy Committee, as presented.

Director's Report: Please refer to the Library Statistical Summary for March & April, 2014 and the Director's written report for the May, 2014 Board Meeting.

The Director brought up other matters for discussion, information and appropriate action. Thereupon, the Board took the following actions:

1. The Board authorized, by unanimous consent, these actions:
 - a. Early closing of the library for High School Final Night on May 28, 2014.
 - b. Adoption of FY2013-2014 Board Meeting Schedule.
 - c. Library's Non-Resident Participation, effective July 1, 2014, at a rate of \$125 per year.
 - d. Enrollment and attendance of Marian at the 2014 Illinois Library Association Conference.
 - e. Closing of the library at 3:00 p.m. on August 2nd for the Homecoming.
 - f. Confirm instructions for Executive Session minutes to remain closed.

2. Marian submitted a Quote from Lazerware for a new computer for Renee.

Upon a motion by Linda, seconded by Wayne, the Board approved, by unanimous voice vote, the purchase of a new computer from Lazerware for \$1,408.00.

Old Business: Further consideration was given to obtaining earthquake coverage for the library. The annual premium is estimated at \$3,567, with a deductible of \$196,000. The Board unanimously agreed to table this matter at this time.

New Business: 1) Election of Officers – The Board unanimously re-elected, by acclamation, the following named officers to serve during FY 2014-2015:

President	Nancy Larson
Vice President	Roger Grodeon
Secretary	Merly Friedland
Treasurer	Frank Bandre

- 2) Parking lot restrictions - The Board decided to refer this matter to the Building and Grounds Committee.

- 3) Remodeling of public restrooms and youth area – Marian submitted 3 separate proposals from Strube Construction, Inc. to do the required jobs, all of which were reviewed and discussed in detail.

New Business - continued:

Upon a motion made by Frank, seconded by Wayne, the Board approved, by unanimous voice vote, the above proposals to do the remodeling projects for a total cost of \$22,568.00.

- a) Expansion of the Youth Area (Junior section) for \$6,579.00
 - b) Closing of North Door for \$8,429.00
 - c) Main Restrooms for \$7,560.00
- 4) Committee Appointments – President Nancy Larson re-appointed the current members of all Committees to serve during FY 2014-2015.

Adjournment: There being no further business, President Nancy declared the meeting adjourned at 8:26 p.m. The next Board Meeting will be on August 19, 2014 at 7:00 p.m.

Merly T. Friedland
Secretary