

**MASCOUTAH PUBLIC LIBRARY**  
**VIRTUAL MEETING OF THE BOARD OF TRUSTEES**  
**JANUARY 19, 2021**

The Board of Trustees of the Mascoutah Public Library held a virtual meeting on January 19, 2021 at 6:00 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Jordan Rehfeldt, Kay Connolly and Merly Friedland. Also present was Library Director Marian Albers.

Director Marian Albers served as host of the meeting. President Nancy Larson presided and Merly Friedland recorded the minutes.

There were no additions to the agenda and no public comments were heard or submitted.

President Nancy gave an update regarding the current vacancy on the Board which resulted from Bethany McQuiston’s change of residence from Mascoutah to Freeburg, Illinois. Mayor Jerry Daugherty is working toward filling the vacancy and we are hopeful that a new Trustee shall have been appointed before the March board meeting.

The minutes of the last board meeting held on November 17, 2020 were approved as written.  
*(Motion by Roger, second by Frank)*

**Financial Report:** Frank presented the Balance Sheet as of December 31, 2020 and the statements of income and expenses for the months of November and December, 2020 and the year-to-date period from May 1, 2020 to December 31, 2020. The following is a summary of income and expenses at the end of eight months of the this fiscal year, 8/12ths or at the 66.7% mark.

<u>Account</u>	<u>Actual</u>	<u>Budget</u>	<u>% of Budget</u>
Property Taxes	\$314,081	\$353,181	88.9%
Other Taxes & Levies	45,191	49,823	90.7%
Gen. Revenue, Other Income	<u>20,090</u>	<u>25,750</u>	<u>73.0%</u>
TOTAL INCOME	\$379,362	\$428,754	88.5%
TOTAL EXPENSES	( 259,884 )	<u>428,754</u>	<u>(60.6%)</u>
NET INCOME	<b>\$119,478</b>		

<b>CASH POSITION &amp; INVESMENTS</b>	<b>\$501,424</b>
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Frank stated that we are doing well at this point, performing within the budget and looking for ways to control costs while maintaining high quality service. It will be noted that Total Expenses are below budget at 60.6% The remainder of property taxes should arrive shortly and before the end of the fiscal year.

**Financial Report-continued:**

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

Frank then reported on the status of the Certificates of Deposit (CDs) with Citizens Community Bank and Scott Credit Union. He asked the Trustees for their input regarding the reinvestment of proceeds from CD maturities. He also provided current interest rates for 12 to 24 month CDs.

After discussion of economic and interest outlook as well as liquidity considerations, the Board unanimously authorized Frank to reinvest maturity proceeds in new CDs for a period of one year. (*Motion by Wayne, second by Kay*)

A review of the Fuller Endowment Fund and the Alice Rieder Memorial Fund followed. The Fuller Fund prohibits the library from using the principal portion thereof and allows only the spending of income from the Fund. The underlying instrument for this endowment will be reviewed to determine the possibility of having the restriction lifted by person(s) authorized to do so. Removal of the restriction will enable the library to use the principal portion toward major projects and initiatives. The Rieder Memorial Fund is free of restrictions and the library may use the fund at its discretion.

**Finance Committee Report:** On behalf of the Finance Committee, Frank presented and recommended for Board approval, a Proposed Budget for FY 2021-2022 in the amount of \$440,411, representing an increase of \$11,657 or 2.72% over FY 2020-2021 of \$428,754. Frank and Marian explained the various factors related to material increases/decreases in some of the income and expense items in the proposed budget, as compared to prior year budget.

Adjustments to Social Security and Medicare levies were made in conjunction with anticipated payroll activity. Professional Salary includes provision for PTO upon retirement of the Director in early 2022. A sizable decrease in Utilities is attributed to the newly installed roof top units and direct charging of gas from Ameren, in place of previously allocated charges through the City. The sharp increase in Databases is related to the switch to Hoopla, which charges directly based on usage. Since subscribing to the Hoopla database, we noted a big jump in usage and anticipate further increase in usage as Hoopla becomes more popular to library users.

*Upon a motion by Jordan, seconded by Wayne, the Board unanimously approved, by unanimous voice vote, the recommendation of the Finance Committee to adopt in its entirety the Proposed Budget for FY2021-2022 in the amount of \$440,411.*

**Personnel Committee Report:** The Committee plans to meet in February or early March.

**Director's Report:** Please refer to the Director's written report for the January, 2021 Board Meeting, the *Comparative Library Circulation Report for November/December 2019 and November/December 2020 and Non-Resident Registrations.*

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

- A. Security Policy Update – Wayne presented for Board approval a proposal to update the library's Security Policy pertaining to security cameras. No major changes were made to the existing policy.



**Director's Report – continued:**

The proposed update is to define more clearly the use of security cameras - covering purpose, signage, staff access to digital images, acceptable use and patron privacy, request for law enforcement and privacy.

Following discussion, the Board unanimously approved the foregoing stated proposal and adopted the same as the Security Cameras Policy of the Mascoutah Public Library. (**Motion by Kay, second by Wayne**)

B. Employee Pay Issue – Marian presented the case of Library Clerk, Derek Belknap, who was absent from work for one week in 2021, due to Covid-19 related exposure to some family members. As a precautionary measure, the Director determined that it was best for Derek to stay home during the week. Derek was not paid for the week, pending consultation with the Board. Had the week in question occurred before January 1, 2021, Derek would have been paid, as employers were required by law to pay up to two weeks for absences of this nature. Since the law has expired on January 1, 2021, Board approval is needed to pay Derek.

After consideration of Derek's particular situation, the Board unanimously approved payment of his salary for the week of absence. (**Motion by Wayne, second by Jordan**)

It was understood that Board approval of Derek's pay reflected the library's brief extension of the expired Covid-19 law through March 16, 2021.

C. Legal Issue – Marian brought up the need for a thorough review of TIF issues directly involving the library. After discussion, the Board unanimously approved the recommendation of the Library Director to engage the services of Phil Lenzini's law firm for the above stated purpose. (**Motion by Roger, second by Kay**)

**Old Business:** COVID-19 Library Issues – Library operations continue to go smoothly under measures taken since the outbreak of the pandemic. We adjust accordingly to developments as brought forth by health authorities. The comparative library circulation report ( 2019 vs. 2020) is somewhat less meaningful, given the different circumstances during the comparative periods. The circulation is down but remains active and appreciable at this unusual time.

**New Business:** Frank announced that two seats on the Illinois Heartland Library System Board will be filled for the next term. Please let the IHLS know if anyone is interested. The term is for 3 years.

Meanwhile, due to family reasons, Frank communicated his intention to leave the IHLS board upon expiration of his term. The Board thanked Frank for his valuable service to the IHLS Board over the years.

**Adjournment:** There being no further business, President Nancy extended best wishes for a Happy New Year and declared the meeting adjourned at 7:00 p.m. The next regular Board Meeting will be on March 16, 2021 at p.m.

Merly T. Friedland  
Secretary



