

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 21, 2017

The Trustees of the Mascoutah Public Library held its regular meeting at the library on November 21, 2017 at 7:00 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Anne Schorr, Jordan Rehfeldt, Kay Connolly 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.

The minutes of the last board meeting held on September 19, 2017 were approved as written.

Financial Report: Frank presented the Balance Sheet as of October 31, 2017, the statements of income and expenses for the months of September and October, 2017 and the year-to-date period from May 1, 2017 to October 31, 2017. There are no extraordinary financial activities to report at this time. Frank informed the Board that the library cannot expect to receive all of the property tax monies in this year’s budget. The shortage is estimated at \$10,000, and it will be made up in FY2018-2019. Frank explained that the shortage was caused by certain actions/communications between the City of Mascoutah and St. Clair County going back to 2015 when levy rates were frozen. It was suggested that the Library write a letter to the City to express our understanding on how the shortage came about and that steps have been taken to correct the problem so that the levy rates for the library are kept current.

We have experienced problems with Quick Book payments of Illinois Unemployment Tax. Tax forms were accepted but payments were rejected. Problem has been solved.

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

Finance Committee Report: On behalf of the Committee, Frank presented and recommended, for Board approval, the following rates to levy for FY 2018/2019, based on an estimated EAV of \$124,148,374.

General Fund	0.2498	\$310,123	IMRF	0.0090	\$11,173
Building/Maint.	0.0098	\$ 12,166	Social Security	0.0100	\$ 12,415
Medicare	0.0028	\$ 3,476	Insurance/Tort	0.0074	\$ 9,187
TOTAL	0.2888	\$ 358,540			

The total levy rate of **0.2888** is exactly the same as the FY 2017/2018 rate. Total tax levy of **\$358,540** is \$6,423 above last year’s levy. Individual levies by the library were adjusted downward/upward, based on foreseeable needs.

Finance Committee Report-continued:

In order to respond timely to the City's request, Frank informed the Board that the Finance Committee had submitted the above levy to the City of Mascoutah prior to Board approval. The Committee requested the Board to ratify this action.

Upon a motion by Wayne, seconded by Jordan, the Board unanimously approved the recommendation of the Finance Committee to set the FY 2018/2019 levy, at the above stated rates, and further approved and ratified the action of the Finance Committee of having submitted the same levy to the City of Mascoutah.

Director's Report: Please refer to the Director's detailed written report for the November, 2017 Board Meeting and the Comparative Library Circulation Report for September/October, 2017 and September/October, 2016.

The Director brought up the following other matters for information, discussion, and appropriate action. Upon motions duly made and seconded, the Board unanimously approved these actions

- 1. Authorized spending of up to \$600 for Staff Christmas Gifts, in the form and nature to be determined by the Director. (Motion by Frank, second by Suzy).*
- 2. Authorized the sale of donated genealogy books through the Historical Society, with the sale proceeds to be split between the Library and the Historical Society. (Motion by Roger, second by Anne).*
- 3. Authorized, in accordance with the law, the Director to discard recordings of Closed Session Meetings by April 30, 2018. (Motion by Kay, second by Frank).*

In compliance with Per Capita Grant requirements, the Board reviewed in detail Chapter 12 from the Standards of Illinois Public Libraries, dealing with safety standards. Marian read the checklist of safety measures that are in effect for the Library and appropriate actions to be taken in emergencies.

Old Business: District Presentation –The Board listened by phone to an informational presentation by Library Law Attorney, Phil Lenzini, on the procedures for becoming a district and the different ways it can be done.

New Business: 1. Pursuant to 2(c)11 of the Illinois Library Rules and Laws Manual, Nancy made a motion, Frank seconded, and the Board approved to go into Executive Session at 7:45 p.m. to discuss patron-related matters.

On a motion by Suzy, seconded by Roger, the Board approved the adjournment of the Executive Session at 8:05 p.m. and the return to the regular meeting immediately thereafter.

2. **Correspondence received and noted:** Thank You/Appreciation notes and letters from the following: **Mascoutah Chamber of Commerce (Jim Connor)** Mascoutah Police Department (Police Chief Scott Waldrup)** Mascoutah Middle School Read, Right & Run Club (Faculty & Students).

Adjournment: There being no further business, President Nancy declared the meeting adjourned at 8:10 p.m. The next Board Meeting will be on January 16, 2018 at 7:00 p.m.

Merly T. Friedland
Secretary

