

**MASCOUTAH PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**March 21, 2017**

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

Trustees present were Nancy Larson, Frank Bandre, Wayne Wilhelm, Suzy Friederich, Anne Schorr, Jordan Kneschke, and Merly Friedland; absent were Roger Grodeon and Linda Tribout. 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 January 17, 2017 were approved as written.

**Financial Report:** Frank presented the Balance Sheet as of February 28, 2017, the statements of income and expenses for the months of January & February, 2017 and the year-to-date period from May 1, 2016 to February 28, 2017. With 2 months remaining in the current fiscal year, we anticipate favorable results of operations and sound cash position at year end. Frank suggested that we consider moving some funds to special reserves. Marian added that the incoming fiscal year should start with a strong cash flow by early receipt of some tax monies around June 9.

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

**Personnel Committee Report:** On behalf of the Committee, Nancy presented in detail and recommended, for Board approval, a proposed salary schedule for the library staff for FY 2017-2018. Marian reported on the performance of the staff members and made assessments of their strengths and fitness for specific functions of the library. Factors considered in arriving at the proposed salary schedule included health insurance, longevity and retainability of employees, comparability with pay ranges at other libraries in the area.

*Upon a motion by Frank, seconded by Wayne, the Board unanimously approved the recommendation of the Personnel Committee to adopt the proposed salary schedule for FY 2017-2018 in its entirety, as presented.*

**Director's Report:** Please refer to the Director's detailed written report for the March 21, 2017 Board Meeting and the Comparative Library Circulation Report for January/February, 2016 and January/February, 2017.

The Director brought up the following other matters to the Board for information, discussion, and appropriate action. Thereupon, after discussion and consideration, the Board unanimously approved these actions:

**Director's Report - continued:**

1. *Approved, by unanimous voice vote, the purchase of a new TV for the Teen Room for \$1,200 at Sax's Radio Shack.  
(Motion by Suzy, second by Jordan)*
2. *Approved, by unanimous voice vote, the preventive maintenance for the Rooftop Units by Kohnen Air Conditioning & Heating, Inc. for an annual cost of \$1,100.  
(Motion by Anne, second by Frank)*
3. *Approved, by unanimous vote, to raise the computer pass to \$2 effective as May 1, 2017.  
(Motion by Frank, second by Anne)*
4. *Approved, by unanimous vote, the installation of a wooden shelf unit for the Junior Room by Brian Handyman Services for \$556.  
(Motion by Wayne, second by Frank)*

**Old Business:** Frank, Carol, Roger, Jerry & Marian attended the ILA Legislative Breakfast on March 3.

**New Business:** 1) Marian gave a reminder for the filing of Statement of Economic Interest with St. Clair County for 2017.

- 2) Marian informed the Board about problems with checking out excessive number of DVDs by patrons. As these problems occur, they will be handled in a most reasonable and appropriate way, at the discretion of the Director.
- 3) Wedding of Staff Member Eden Justice will be on July 22 – to be brought up at the next Board meeting.
- 4) Correspondence received and noted: “Thank You” & Appreciation Letters from 1) Mascoutah Tuesday Women’s Club, by Carol Ferk & Susan Albrecht, for selling tickets to their wine tasting event  
2) Mascoutah Historical Society, by Marilyn Welch, for helping with the sale of “Remembering Mascoutah” book, and 3) Holy Childhood School for all that the Library does for them:

**Adjournment:** There being no further business, President Nancy declared the meeting adjourned at 8:05p.m. The next Board Meeting will be on May 16, 2017 at 7:00 p.m.

Merly T. Friedland, Secretary  
Secretary