

# Maroa Public Library District Regular Meeting Agenda

03/18/2019 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by President Angella Foulke at 6:33pm.
2. Roll Call – Trustees present: Angela Foulke, Tony Norton, Audra Newton, Amber Scott, Lindsey Hanes, Carmen Hatton, and Mason Ricketts. Staff present: Sara Gentle.
3. Board President Remarks – No specific starting remarks.
4. Recognition of Visitors, Delegations, etc. – No visitors.
5. Public comment period – No comments.

## Consent Agenda

6. February 18, 2019 Meeting Minutes
7. Director's Report & Calendar –
  - a. Sara Gentle suggested the board take a look at the hallway/bathroom cleanup job and new artwork.
  - b. The outside security lighting is again operational after a fix to the tripper system. The timer actually did not end up needing to be replaced.
  - c. As a means to improve safety, staff will begin the process of replacing the narrow 9" and 10" shelving used to hold totes with wider, commercial-grade, rolling 18" shelves. The cost to replace all narrow shelving will be \$2,300.
  - d. MFHS students will visit the library on April 9<sup>th</sup> to help fill Easter eggs. Andrea Wilber has asked the community for candy donations and will need help at 8am on April 20<sup>th</sup> to spread eggs. Carmen Hatton said she would check with a Milliken organization regarding donating non-candy items. Tony Norton said he could also ask Firestone if they might be willing to provide a donation.
  - e. Sara Gentle asked the staff to review her job performance. She will be sending the results, her own assessment, and a survey for board members to complete.
  - f. Summer reading's theme this year is "It's Showtime at Your Library." Events have been planned and will operate similarly to last year's program.
8. Accountant & Treasurer's Reports – Corporate expenditures continue to remain significantly under budget. Approximately 64% of the Insurance & Liability budget has been used to date.
9. List of Paid Bills – February bills will be included with March bills in the April consent agenda packet.

## Committee Reports – No committee reports presented.

10. Personnel
11. Material Selection & Circulation
12. Building & Grounds
13. Finance Policy
14. Financial Development

## New Business

15. Circulation Information Review – Reviewed. See comments on next item.
16. Overdue, Lost, or Damaged Materials Review – Reviewed. Amber Scott shared that fines were reintroduced while she was director. The current system seems to be working well and holding patrons accountable for returning items in a timely manner. No changes will be made at this time.

# Maroa Public Library District

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17. June 28<sup>th</sup> Freedom Festival Bingo, 1pm-2:45pm – The city hall gym has been reserved and event confirmed with the Maroa Youth League. Andrea Wilber has sent out a request for donations to local businesses with the summer reading requests. Angela Foulke said she would ask Sawgrass, Northgate Animal Clinic, as well as the YMCA. Tony Norton said he'd reach out to Four Paws Salon in Clinton and Sky Zone in Normal. Tony also suggested seeing about oil changes. Sara Gentle said she would ask Walker Tire. Carmen Hatton said her Milliken organization might be able to provide a blood pressure cuff or some other medical device that might interest senior citizens.

#### Old Business

18. Bathroom Flooring – Bathrooms have been prepped for the new tile which is scheduled to arrive sometime this week. Actual installation date has yet to be set.
19. Fire Alarm Update – Both Bodine Electrical Service Company and Getz Fire Alarms have been in contact with the library and expect to start installation soon.

#### Approvals

20. Approval, Consent Agenda – Motion to approve by Tony Norton. Motion seconded by Lindsey Hanes.
21. April 15, 2019 6:30pm Meeting Agenda Suggestions – Next month's topics to include next year's budget and calendar.
22. Adjournment – Meeting adjourned at 7:02pm.