

Maroa Public Library District Regular Meeting Minutes

12/19/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting officially called to order by Audra Newton at 6:49PM. Meeting started a few minutes later than the 6:30pm start time due to a trustee/library potluck.
2. Roll Call: Trustees present: Audra Newton, Tony Norton, Lindsey Hanes, Mason Ricketts, and Cindy Manint. Trustees absent: Angela Foulke and Amber Scott. Staff present: Sara Gentle.
3. Board President Remarks: Audra called the meeting to order.
4. Recognition of Visitors, Delegations, etc: Lisa Norton
5. Public Comment Period: No comments, but trustees were thankful for the visitor's chicken and noodles. ☺

Consent Agenda for December 19, 2022

6. November 21, 2022 Meeting Minutes: Included.
7. November 2022 Director's Report & January 2023 Calendar
 - a. Sara Gentle stated that wowbrary was a great investment. Newsletters are going out weekly to all registered patrons with emails. Patrons have the option to opt out.
 - b. The library is still waiting to receive its trashcans from GFL. GFL took one of our two remaining trashcans, this past Monday. Sara looked into ordering a 2-yard dumpster, however the operators did not think they could empty it based on the outside layout.
 - c. Existing adult craft take home and in-house programs are booked for January and February. A second event was added due to waitlist for both months.
 - d. Story time for preschoolers will move to Saturday mornings in January.
 - e. Crazy 8s will also run for 8 weeks in January and February. This is a math club for 3rd through 5th grade students.
 - f. Sara was also able to get input from over 100 middle school students on interest in various types of programs. This will be used to develop future programs.
8. Accountant & Treasurer's Reports for November 2022: November expenses were a bit higher than usual because December's first half of bills were also included. MYHB has been amazing at getting packets to the library, early enough to prepare reports for meetings since the summer.
9. List of Paid Bills for October 2022 & November 2022: Included.

Committee Reports: No reports given.

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

New Business

15. By-Laws annual review: By-Laws were reviewed.
16. Reference Policy annual review: Reviewed.
17. 3D Printer Usage Policy: This is a new policy presented so that the public can begin to use the 3D printer. Sara plans to also start middle school Saturday 3D programs in January.
18. FOIA Policy: This was drafted based on the state library's document. Blanks were filled in appropriately and will need to be updated annually.

Old Business

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305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



19. IMRF Ordinance 22-05 & Appointment: The ordinance elects for the Maroa Public Library District to participate in the Illinois Municipal Retirement Fund. The library will need an authorized agent to communicate with and between the board of trustees and IMRF.
- 20.

Approvals

21. Approval, Consent Agenda: Motion to the consent agenda made by Tony Norton. Motion was seconded by Cindy Manint. All present, aye.
22. Approval, IMRF Ordinance 22-05: Motion to approve made by Mason Ricketts, and was seconded by Lindsey Hanes. . All present, aye.
23. Approval, Appointment of IMRF Agent: Motion to name Sara Gentle as the IMRF agent made by Mason Ricketts, and was seconded by Lindsey Hanes. . All present, aye.
24. Approval, 3D Printer Usage Policy: Motion to approve the 3D printer policy made by Audra Newton. Motion seconded by Cindy Manint. . All present, aye.
25. Approval, FOIA Policy: Motion to approve the FOIA policy made by Tony Norton. Motion seconded by Mason Ricketts. . All present, aye.
26. January 16, 2022, 6:30pm Meeting Agenda Suggestions
 - a. Personnel Policy (SEP revision)
 - b. Patron Confidentiality Policy & Selection and Reconsideration Policy Review
 - c. Revised schedule for reviewing policies (required every 3-years).
27. Adjournment: Meeting adjourned at 7:26pm.

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