

# Maroa Public Library District Regular Meeting Minutes

9/18/2023 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by board president, Tony Norton.
2. Roll Call: Trustees present included Lindsey Hanes, Cindy Manint, Audra Newton, and Tony Norton. Mason Ricketts, Amber Scott, and Kim Wright were not in attendance. Staff present included Sara Gentle.
3. Board President Remarks: Tony mentioned that the public has started to notice and compliment the Library on its landscaping. Amber Scott provided her letter of resignation as trustee. Everyone appreciates her service to the Library in various capacities over the last 8-years.
4. Recognition of Visitors, Delegations, etc: Jason Manint was in attendance.
5. Public Comment Period: No public comments.

## Consent Agenda

6. August 21, 2023 Meeting Minutes: Included.
7. Director's Report & October 2023 Calendar: A summary of what Sara Gentle discussed follows:
  - a. A generous patron has donated four portable computers, a 3-D scanner, microscope, and paint set. Staff is working to make the computers loanable.
  - b. The annual IHLS Library Crawl should draw additional traffic into the library in October.
  - c. Three evening events will take place on the patio in the coming month, which will include movies and outdoor games.
  - d. Sara and Erin have both been trained as A Matter of Balance coaches with intentions to host an 8-session class in October.
  - e. Friends of Marilyn Gentle have donated over \$1500 in her honor. Funds will be used to purchase a fourth picnic table and replace other memorial trees. Her family hopes to also start donating a new book each month in her honor.
  - f. Several rose and other type of bushes have been added. Sara hopes to plant grass seed after the current dry spell.
  - g. Report charts are being redone to match Illinois Public Library Annual Report statistics and should be included in next months packets.
8. Accountant & Treasurer's Reports for August 2023: Included. Sara requested that the working budget be modified to include expenses budgeted in the last fiscal year whose expenses hit the books in July and August.
9. List of Paid Bills for August 2023: Included.

## Maroa Public Library District

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



## Committee Reports

10. Personnel: The Library expects to have its first maternity leave in March 2024. 😊
11. Material Selection & Circulation: See comments regarding the Marilyn Gentle memorial.
12. Building & Grounds: See librarian's report.
13. Finance Policy: None.
14. Financial Development: None.

## New Business

15. Tax Levy Ordinance: Included. Total sum of \$328,400, with \$243,000 for corporate, \$12,000 for social security, \$7000 for IMRF, \$46,900 for insurance, and \$19,500 for building maintenance.
16. Lazerware Annual Contract: The Library's technology plan states that the patron and staff computers should be replaced every 7 and 5-years, respectively. The contract with Lazerware for leasing all computers is a 3-year contract. With the contract computers will be replaced every 3-years, meeting the technology plan. The cost for the next 3-year contract is slightly less than the previous 3-year contract.
17. Technology Plan Review: Reviewed.
18. Internet Safety Policy Review: Reviewed.
19. Annual Non-Resident Card: Illinois libraries have the option to offer non-resident cards to citizens outside their boundaries who do not have a library for their residence. All of the Library's district boundaries are surrounded by other libraries. Regardless of the situation, the state requires boards to vote whether or not to issue non-resident cards.

## Old Business

20. Outdoor project update: See librarian's report.
21. Decennial Committee update: Sara plans to have a report ready to present at the October meeting.

## Approvals

22. Approval, Consent Agenda: Audra Newton motioned to approve the consent agenda. Cindy Manint seconded the motion. All present, aye.
23. Approval, Revised Working Budget with FY22-23 expenses paid in July and August: Lindsey Hanes motioned to approve the revised working budget. Audra Newton seconded the motion. All present, aye.
24. Approval, Tax Levy Ordinance: Cindy Manint motioned to approve the Ordinance 23-03. Motion seconded by Lindsey Hanes. All present, aye.

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25. Approval, Lazerware Annual Contract: Audra Newton motioned to approve the Lazerware 3-year contract. Cindy Manint seconded. All present, aye.
26. Approval, New Board Member: Audra Newton nominated Jason Manint as a new library trustee. Lindsey Hanes seconded the nomination. All present, aye.
27. Approval, Non-Resident Card vote: Audra Newton motioned to decline offering non-resident cards since there are no persons outside the district needing cards. Cindy Manint seconded the motion. All present, aye.
28. Approval, Closed Session (requires roll call vote with applicable statutory citations): No motion made.
  
29. October 16, 2023, 6:30pm Meeting Agenda Suggestions
  - a. Long Range Plan
  - b. Performance Reviews
  - c. Decennial Committee Meeting #3
  
30. Adjournment: Meeting adjourned at 7:11pm.

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