

# Maroa Public Library District Regular Meeting Agenda

3/22/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order- Meeting called to order by Angela Foulke at 6:34PM.
2. Roll Call- Trustees present: Angela Foulke, Audra Newton, Tony Norton, Lindsey Hanes, Sara Gentle, and Mason Rickets. Trustees absent: Amber Scott. Staff present: Randy Hatton.
3. Board President Remarks – Angela welcomed and thanked everyone for coming.
4. Recognition of Visitors, Delegations, etc – Randy Hatton thanked the Board for last month’s decision to increase staff wages. He said staff morale is up.
5. Public Comment Period – No other public comments.

## Consent Agenda

6. February 21, 2022 Meeting Minutes – Minutes were included in the consent agenda and reviewed. No changes were necessary.
7. Director’s Report & Calendar
  - a. As Interim Director, Sara Gentle shared that all outstanding furniture orders were delivered and are now in use.
  - b. An evaluation of new e-Resources will occur in the coming months. The Board will need to approve memberships before the beginning of the next fiscal year.
  - c. The Library Staff has been in the process of cleaning closets and outdoor areas. Central Cleanouts will be removing the outdoor shed and other unusable items from inside and outside the Library, Monday, March 28<sup>th</sup>. The total cost will be \$430. Tim Beals will collect metal items for scrap before Central Cleanouts arrives.
  - d. Local businesses have donated \$328 to date for the Easter Egg Hunt (April 16<sup>th</sup> 10am). Volunteer egg filling events are scheduled.
  - e. The high school will have a senior volunteer day on April 14<sup>th</sup>. The Library has invited students to help spread mulch and fill any remaining eggs that day.
  - f. Mowing costs will increase from \$50 to \$60 per job (~\$230 for the season).
  - g. The Board reviewed outstanding patron charge and fine totals. Purging old records, as permitted, should help to reduce the current \$7,804.53 fine balance.
8. Accountant & Treasurer’s Reports for February 2022 - With two-thirds of the fiscal year completed, the Library has spent just over 50% of its budget.
9. List of Paid Bills for February 2022- Sara Gentle presented the Board with a list of billing category corrections made in February.

## Committee Reports

10. Personnel – See Old Business.
11. Material Selection & Circulation – No report.
12. Building & Grounds – Tony Norton emphasized his willingness to help with grounds maintenance.
13. Finance Policy – No report.
14. Financial Development – No report.

## New Business

15. Circulation Information Review – Website page reviewed. Sara Gentle will add a checkout limit of 5 physical items per patron to the webpage.
16. Overdue, Lost, or Damaged Materials Policy Review – Policy reviewed. No changes necessary.
17. Outdoor Shed

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- a. Library staff suggested the purchase of a Lifetime 15'x8' plastic storage shed (\$2,599) to replace the existing shed.
- b. Tony Norton will evaluate the ground levelness after the removal of the existing shed to see if the area is flat enough for the new extended shed.

#### Old Business

1. Director/Programming Vacancies - Audra Newton joined the Personnel Committee. She and Angela Foulke conducted Director interviews at the beginning of March. The Committee recommended hiring Sara Gentle as Library Director and recommended hiring Kristy Bankson as the new Programming and Outreach Director. This would expand Kristy's roles to include both part-time Library Assistant and part-time Programming and Outreach work. Thus, the committee recommended changing Kristy's status to full-time. Sara Gentle provided a letter of resignation, terminating her position on the Library Board, if hired as Director.
2. Security Camera Update –
  - a. Bodine Electric has placed the order for four security cameras.
  - b. The Library is waiting for permission from the state records retention office to update records before adding security camera footage to the Library's record retention plan.
  - c. Sara Gentle will pull together a security camera policy. Things to consider:
    - i. Purpose for recording (safety and security of staff, patrons, and the premise).
    - ii. Who will be able to access the footage.
    - iii. If access is requested, how will access be granted.
    - iv. Reasons/procedure for stopping footage, if any.
    - v. How will patrons and staff be notified of the cameras, i.e. signage.

#### Approvals

3. Approval, To enter closed session – Motion made by Tony Norton at approximately 7:15PM. The motion was seconded by Audra Newton. Meeting reopened at 7:33PM.
  - a. For the discussion of personnel hiring and wages pursuant to Section 5 ILCS 120/2(c)(1) and 120/2(c)(2)
4. Approval, Consent Agenda – Motion to approve made by Mason Rickets. Motion seconded by Lindsey Hanes. All present, aye.
5. Approval, Hiring of a new Director – Motion to approve Sara Gentle for the position of Director made by Tony Norton. Motion seconded by Audra Newton. All present, aye.
6. Approval, Hiring of a new Programming & Outreach Director – Motion to approve Kristy Bankson as Outreach & Programming Director, with a job status change from part-time to full-time with benefits, made by Lindsey Hanes. Motion seconded by Mason Rickets. All present, aye.
7. Approval, Shed purchase – Motion to approve the purchase of a \$2,600 shed from Sam's Club made by Tony Norton. Motion seconded by Mason Rickets. All present, aye.
8. April 18, 2022, 6:30pm Meeting Agenda Suggestions – None made.
9. Adjournment – Meeting adjourned at 7:35PM.

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