

Maroa Public Library District Regular Meeting Minutes

11/21/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by Audra Newton at 6:33PM.
2. Roll Call: Trustees present included Audra Newton, Tony Norton, Cindy Manint, and Lindsey Hanes. Angela Foulke, Amber Scott, and Mason Ricketts were absent. Staff present included Sara Gentle.
3. Board President Remarks: No remarks.
4. Recognition of Visitors, Delegations, etc: No visitors present.
5. Public Comment Period: No public comment.

Consent Agenda for November 21, 2022

6. October 17, 2022 Meeting Minutes: Minutes were reviewed by attendees.
7. October 2022 Director's Report & December 2022 Calendar
 - a. Sara Gentle reported that the November and December special programs have been filling up fast. Twenty people signed up for the JoAnn Fabric Creative Bug take home craft for November. The library will continue to offer these monthly in the winter.
 - b. Usage of e-Resources has been growing. Kanopy (a movie service) and Hoopla (ebooks, audio, and movies) have seen a rise in use.
 - c. Kristy is planning to host family reading night in February when less grade school events are happening.
 - d. Slabjackers will level sidewalks, tomorrow, 11/22. Cost to fix uneven spots is \$950.
 - e. Tony helped trim trees. Thanks!
8. Accountant & Treasurer's Reports for October 2022: Expenses to date remain within budget. Sara Gentle also presented a revised working budget for the current fiscal year.
9. List of Paid Bills for October 2022: Sara forgot to include this information in the packet. She will include with November's bills next month.

Committee Reports: No committee reports.

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

New Business

15. Illinois Municipal Retirement Fund: Sara gave a short summary on employee benefits of IMRF. The library is expected to invest 5.62% of employees' salaries, the first year, based on an actuarial study.
16. Staff Wages / Bonuses:
 - a. Sara proposed that the library use the budgeted hourly safety staff wages that have went unused to offset IMRF employees' required 4.5% investment. The library allocates hourly safety wages to reduce risk of lawsuit and increase safety of library premises, staff, and patrons.
 - b. Tony Norton proposed giving all staff one week's pay as a holiday bonus.
17. Revised FY 22-23 Working Budget: Sara proposed altering the 2022-2023 fiscal year budget since the per capita grant amount was less than expected and special reserve expenditures will come out of corporate, not building. Additionally, the revision factors in both a transfer out of special reserve (\$25K) and transfer into special reserve (\$30K). The new numbers also reallocate SEP contributions for the remainder of the

Maroa Public Library District

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



fiscal year from SEP to corporate wages. SEP investments will no longer be necessary if IMRF is started.

18. Election Packets: The filing date for packets is during the week of December 12th.

Old Business

19. N/A

Approvals

20. Approval, Consent Agenda: Tony Norton made a motion to approve the consent agenda as written. Motion seconded by Cindy Manint.

21. Approval, IMRF Contribution Start Date & Funding Source: Cindy Manint made a motion to start IMRF contributions, January 1, 2023, loaned from Insurance & Liability funds to be paid back by IMRF levy funds, beginning in the 2023-2024 fiscal year. Motion seconded by Lindsey Hanes.

22. Approval, Staff Wage Increase: Tony Norton motioned to increase staff wages for IMRF employees by 4.5% to offset the new IMRF 4.5% employee investments, beginning January 1, 2023, using the hourly Insurance and Liability safety wage funds. Motion seconded by Lindsey Hanes.

23. Approval, Staff Christmas Bonuses: Tony Norton motioned to give all employees one week's wages as a Christmas bonus. Motion seconded by Cindy Manint.

24. Approval, Revised FY 22-23 Working Budget: Lindsey Hanes motioned to approve the revised working budget. Motion seconded by Cindy Manint.

25. December 19, 2022, 6:30pm Meeting Agenda Suggestions: Board suggested a Christmas potluck at the 12/19 meeting. Additional topics will include:

- a. 3D Printer Usage Policy
- b. By-Laws/Reference Policies
- c. Personnel Policy (SEP revision)

26. Adjournment: Meeting adjourned at 7:22pm.