

# Maroa Public Library District Regular Meeting Minutes

12/18/2023 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by Tony Norton at 6:37pm.
2. Roll Call: Board trustees, Tony Norton, Audra Newton, Mason Ricketts, Cindy Manint, Jason Manint, and Lindsey Hanes, were present. Staff member, Sara Gentle, was also present. Trustee, Kim Wright, was absent.
3. Board President Remarks: Tony welcomed everyone and noted how nice the outside lights look.
4. Recognition of Visitors, Delegations, etc.: No visitors.
5. Public Comment Period: No public comment.

## Consent Agenda

6. November 20, 2023 Meeting Minutes: Reviewed.
7. Director's Report & January 2024 Calendar: Sara gave a brief report that included
  - a. Fountain Cover: Audra's father, Lyle, was able to build a cover that fits perfectly. Thank you!
  - b. Food Pantry: Jim Miller, a local former cabinet maker, is willing to try to help create a second side for a partial book shelf. The completed shelving will allow the food pantry to more than double its contents.
  - c. In addition to improving the food pantry, Sara would like to add a café table for the portable computers in the library's seating area.
  - d. The staff plans to promote checkouts by building a community mosaic in January.
  - e. Erin Norton has been adding a lot of new programs to the schedule for January and February.
  - f. The staff wanted to express their gratitude for the Christmas bonuses.
  - g. The library made its first workman's compensation payment in a very long time. The employee has recovered but is still trying to get in to see a hand surgeon to verify that nothing needs correcting.
  - h. An employee was overpaid in November when their pay and hours were entered in incorrectly. The extra pay will be withheld from the next two pay periods.
8. Accountant & Treasurer's Reports for November 2023: Presented. Library is in good shape financially, heading into the second half of the year.
9. List of Paid Bills for November 2023: Presented.

Committee Reports: Nothing to report from committees.

## Maroa Public Library District

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

#### New Business

15. By-Laws annual review: Reviewed.
16. FOIA Policy: Revised policy reviewed. Changes included trustee names and staff numbers.
17. Trustee Compensation: The question was asked if library trustees were ever paid. *Per (75 ILCS 5/4-5) (from Ch. 81, par. 4-5) Sec. 4-5. Trustees shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties from library funds. (Source: P.A. 84-770.)*

#### Old Business

#### Approvals

18. Approval, Consent Agenda: Audra Newton motioned to approve the consent agenda. Mason Ricketts seconded. All present, aye.
19. Approval, FOIA Policy: Cindy Manint motioned to approve the revised FOIA Policy. Jason Manint seconded. All present, aye.
20. Approval, Closed Session (requires roll call vote with applicable statutory citations): No motion made.
21. January 15, 2024, 6:30pm Meeting Agenda Suggestions
  - a. Patron Confidentiality
22. Adjournment: Meeting adjourned at 7:17pm by Tony Norton.

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