

Maroa Public Library District Regular Meeting Mintues

10/16/2017 | Maroa Public Library Conference Room - 6:30pm

- 1) Call to Order
- 2) Roll Call - Board members present Angela Foulke, Terri Tate, Amber Scott, James Meece, Lindsey Hanes, and Randy Hatton. Library staff included Sara Gentle and Andrea Wilber. One visitor, Tony Norton, was also present.

Presentations and Old Business

- 3) Board President Remarks – Brief welcome by Angela Foulke.
- 4) Recognition of Visitors, Delegations, etc... Tony Norton expressed interest in joining the MPLD board.
- 5) Public Comment – No comments
- 6) Committee Reports
 - a) Personnel Committee - NR
 - b) Material Selection and Circulation Committee - NR
 - c) Building and Grounds Committee - NR
 - d) Finance Policy Committee - NR
 - e) Financial Development Committee - NR
- 7) Other old business
 - a) OMA Certifications, James – James Meece has now completed both OMA and FOIA trainings.
 - b) E-Rate savings program – Information regarding the two categories of e-Rate was provided. The first category could potentially save the library 70% on telecommunications. Jill Dare if hired will receive 10% of the savings as payment for services. The second category would allow the library to upgrade the network. In order to participate, e-Rate requires CIPA compliance. Filters would need to be placed on all computers and the router at the library. Filters would be set at low level, blocking pornography which is already not allowed per the Computer and Internet Usage policy. Filtering will cost \$25 per computer/router. The total cost for filtering will be \$250. If filtering prevents staff/patrons from accessing a needed site, Lazerware can unblock sites. James Meece recommended posting a sign for users, notifying them about the filter and the library's ability to unblock websites.
 - c) Metal Roof Estimates – Estimates were provided. A couple questions regarding additional costs if the quantity of metal required was underestimated and also regarding confusion on the cost to remove existing shingles were raised. Sara Gentle will send questions to the companies in question and report back next month.
 - d) Macon County clerk statues – no MPLD board members required to run in 2018 per Stephen Bean. - Angela Foulke will update term listings in her board member spreadsheet with all members other than herself dated to expire May 1, 2019. Sara Gentle will update the library website to match.
 - e) Personnel Policy – Board members reviewed the proposed revisions prior to entering discussion. James Meece questioned if vacation payout clarifications were needed. Upon further review, the board decided clarification existed in another section of the policy.
 - f) Long Range Plan Update: Special Board Suggestions? – Updates to the long range policy were presented July 2016. Sara Gentle will look to find these updates after the meeting.
 - g) Small mistake on last month's approved Safety of Children Policy – The policy was revised last month to specify that caretakers responsible for younger children must be age 16 or over. There was a typo in the revision presented, last month. The second line will be changed from age 12 to 16.

Learning, Discussion, and New Business

- 8) New Business
 - a) Resignation of Toni Stoutenborough – The staff and board were all very appreciative of Tony's service. We wish her a very happy retirement.
 - b) Other? – None.

Maroa Public Library District

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- 9) 10% (\$3,900) Reallocation of Insurance and Liability to Building & Maintenance – Per 50 ILSC 330/3, “may from time to time make transfers between the various items in any fund in such appropriation ordinance not exceeding in the aggregate ten per cent of the total amount appropriated in such fund by such ordinance”. MPLD expects to receive \$39,001.95 this fiscal calendar from Macon and Dewitt taxes for Insurance and Liability. Sara Gentle requested that \$3,900 be moved to the Building & Maintenance fund to help cover the cost of a new potential roof. The working budget line item for new equipment can be reduced from \$1700 to \$600, and a new line item added for the roof, transferring the remaining \$1100 for a total of \$5000. The rest of the roof funds would be expected to be drawn from last year’s Insurance and Liability surplus, as the primary purpose of the roof is for the safety and protection of the library inventory, patrons, and staff.

Agenda Actions

- 10) Approval, Consent Agenda – Motion to approve by Randy Hatton. Seconded by Lindsey Hanes.
 - a) Approval of the Minutes from August 21, 2017 Open Meeting
 - b) Librarian’s Reports
 - c) MPLD September 2017 Bills
 - d) MYHB September 2017 Compilation Report
 - e) Treasurer’s Report
- 11) Approval, James Meece as new MPLD Board Secretary – Motion to approve by Randy Hatton. Seconded by Terri Tate.
- 12) Approval, hire Jill Dare to manage telecommunications grant program. – Motion to approve by Terri Tate. Seconded by Randy Hatton.
- 13) Approval, Safety of Children in the Library Policy update – Motion to approve by James Meece. Seconded by Amber Scott.
- 14) Approval, Personnel Policy – Motion to approve by Amber Scott. Seconded by Randy Hatton.
- 15) Approval, move 10% (\$3900) of Insurance and Liability 2017/2018 tax income to Building and Maintenance – Motion to approve by James Meece. Seconded by Amber Scott.
- 16) Approval, metal roof contractor - Tabled
- 17) Discussion review of November 20th Meeting
 - a) Old business – Expect to have more information regarding roof estimates.
 - b) Other? – Nothing suggest.
- 18) Adjournment – Meeting was adjourned by Angela Foulke at 7:24pm.