

Maroa Public Library District Regular Meeting Minutes

2/21/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order by Angela Foulke at 6:30PM.
2. Roll Call: Board members present included Angela Foulke, Audra Newton, Amber Scott, Sara Gentle, and Lindsey Hanes. Board members absent: Tony Norton and Mason Ricketts. Staff present: Randy Hatton.
3. Board President Remarks: Angela welcomed everyone.
4. Recognition of Visitors, Delegations, etc: The entire board thanked Randy and the Library staff for keeping the Library running amidst staff fluctuations.
5. Public Comment Period: No public comments were made.

Consent Agenda

6. January 17, 2021 Meeting Minutes: Minutes were included in the consent agenda and reviewed. No changes were necessary.
7. Director's Report & Calendar:
 - a. A new magazine rack will arrive tomorrow. Audiobook shelves that were ordered in 2021 are estimated to arrive in May 2022.
 - b. Sara Gentle is filling in voluntarily as the Library's Interim Director until a new Director is hired.
 - c. The Library doors need rekeying. Atlas Lock will be contacted to start the process.
 - d. Thoms Plumbing will install 3 ionizers onto the HVAC system. The cost will be \$1632.
 - e. Nicole Russell resigned February 7th. Applications are being accepted.
 - f. The Easter Egg hunt has been scheduled for April 16th at 10am. City Hall has been reserved in the account of rain.
 - g. The city newsletter submission for March/April highlights Library services offered to the public. Social media will be used to push similar information in the coming weeks.
 - h. The shed to replace the existing shed was discontinued. Another shed will need to be ordered this spring.
8. Accountant & Treasurer's Reports for January 2022
 - a. Reports were presented. Sara noted that the Library had not received transfer orders for three months from the accountant. Transfers for all missing months were received today and will be made tomorrow. We are paying \$600/month for accounting services.
9. List of Paid Bills for January 2022
 - a. Sara hopes to go through past bills, this coming month, and recode a few items to match existing budgeted line items.

Committee Reports

10. Personnel: Resumes for both the Director and Programming and Outreach positions will continue to be collected through the end of the month. If more time is needed, the collection end date will be moved back.
11. Material Selection & Circulation: No report.
12. Building & Grounds: No report.
13. Finance Policy: No report.
14. Financial Development: No report.

New Business

15. Computer and Internet Usage Review: Document reviewed. No changes were seen as necessary.
16. Personnel Policy Revision Review: Additional skills and job descriptions in regards to website, e-Resources, social media, etc. were recommended by Sara Gentle and reviewed.
17. Director/Programming Vacancies: See the Personnel Committee report above.

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18. Timesheet System (OpenTimeClock.com): Sara will see that software is added to the Library's desktop computers so that employees have the ability to check in and check out. The software is free. There is an upgrade that allows extra reports for \$300/year. We will try the free version first.
19. Wage Addendum: Library staff requested that the Library Board examine wage rates due to inflation. As Library Treasurer, Sara presented possible wage increases for all staff positions. With additions, the Library would remain under budget however will plan to spend an additional \$13,611 from Corporate and \$265 more from Insurance and Liability. The wages will be reviewed in November 2022 when staff bonuses are discussed. Personnel reviews using standardized review forms should be performed by the Board and Director prior to and discussed at the October meeting. Sara will make sure that these topics are included in the Director's calendar that is used to set Board meeting agendas.
20. E-Rate Frontier Internet Proposal: Frontier had provided the Library with quotes for fiber optic internet, at rates of 50Mbps and 100Mbps. The Library currently runs on broadband rates of 25Mbps. The rate increases were significantly higher than current rates, even after the 60% eRate reimbursement.
21. Security Camera Proposal: The Board reviewed a proposal from Bodine Electric to add 3 security cameras to the exterior of the Library and one to the interior. The total cost would be \$7,950. Before installation, the Library Director will need to set up a record retention policy with the State of Illinois.

Old Business

22. N/A

Approvals

23. Approval, To enter closed session: No motion taken.
 - a. For the discussion of personnel hiring and wages pursuant to Section 5 ILCS 120/2(c)(1) and 120/2(c)(2)
24. Approval, Consent Agenda: Motion to approve made by Audra Newton. Motion seconded by Amber Scott. All present, aye.
25. Approval, Personnel Policy Motion to approve Revision 08 made by Lindsey Hanes. Motion seconded by Audra Newton. All present, aye.
26. Approval, Staff Wage Addendum: Motion to approve increasing all staff wages (Director \$35,845 to \$38,500, Program and Outreach Manager \$14.00/hour to \$17.00/hour, Librarian Assistant \$14.71/hour to \$18.00/hour, Second Librarian Assistant \$15.25/hour to \$18.50/hour, and Student Aide \$12.00/hour to \$13.00/hour) by Amber Scott. Seconded by Lindsey Hanes. All present, aye.
27. Approval, Frontier Internet Proposal: No motion taken.
28. Approval, Security Camera Installation: Motion to approve the \$7,950 Bodine estimate by Amber Scott. Seconded by Lindsey Hanes. All present, aye.
29. March 21, 2022, 6:30pm Meeting Agenda Suggestions: The meeting will be scheduled for Tuesday, March 22, 2022, at 6:30pm due to board member conflicts. Sara will purchase a new locking cabinet for the Board's closed session recordings and minutes.
30. Adjournment: Meeting adjourned at 7:33PM.

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