

Maroa Public Library District Regular Meeting Minutes

04/15/2019 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – President Angela Foulke called the meeting to order at 6:30pm.
2. Roll Call – Trustees present were Tony Norton, Audra Newton, Carmen Hatton, Lindsey Hanes, Mason Ricketts, Amber Scott, and Angela Foulke. Sara Gentle was present, representing staff.
3. Board President Remarks – General greeting given by Angela.
4. Recognition of Visitors, Delegations, etc. – No visitors present.
5. Public comment period – No public comment.

Consent Agenda

6. March 18, 2019 Meeting Minutes
7. Director's Report & Calendar – Sara Gentle gave an update on library activities. Material weeding / inventorying is coming to an end point. Audiobooks have been relocated. Librarians would like to relocate the young adult section near computers and create new reading spaces for youth and juveniles (future project). Shelving in storage rooms continues to be replaced with safer shelves designed to hold totes. Items no longer needed in storage will be put out for sale with books in May. Staff room has been cleaned and painted in preparation for the new flooring. The outdoor space has been spruced up, with leaves/tree branches burned and new mulch spread. Tony Norton dug a trench to allow proper parking lot drainage. ArtsPals will no longer be offered, however the library is ready and willing to support the schools however necessary. Andrea is looking forward to using some of the time spent on ArtsPals to develop new homeschool programs. Summer Reading is planned. A program guide was included in the consent agenda.
8. Accountant & Treasurer's Reports – Library remains on budget with three months to go.
9. List of Paid Bills for February and March

Committee Reports – No reports.

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

New Business

15. Minimum Wage Hike Plan – Sara presented a plan that kept library hours constant while upping wages to match future wage rates through 2025. The plan assumed a 4.5% annual wage budget increase and offset the wage increase by holding the director salary constant and cutting director hours.
16. Circulation/Traffic Stats – Sara present information on average checkouts per hour, since changing from 29 to 37 hours per week in July of 2017. Peak hours are 10am and 3pm with 9am being the slowest. The library must be open minimum of 15 hours per week for state funding and is recommended to be open at least 36 hours per week based on population served.
17. 2019-2020 Fiscal Year Budget – Librarians and program manager have been consulted on spending budgets. Corporate memberships will need to increase due to tax levy increase as well as staffing due to minimum wage hikes.
18. Alcohol Policy Review – Policy reviewed. No changes necessary.

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19. Purchasing Policy Review – Policy reviewed. Sara Gentle requested a change from *Assistant Director to Librarian Assistants* related to book buying.

Old Business

20. Bathroom Flooring – Scheduled date for removal and replacement is 04/28/2019.
21. Fire Alarm Update – Getz and Bodine are meeting 04/18/2019. Project will begin shortly after.
22. June 28th Freedom Festival Bingo, 1pm-2:45pm – Angela acquired a gift certificate from the Decatur YMCA and has been promised a donation by Northgate Animal Clinic. Carmen Hatton's National Student Nurses' Association will donate \$150 worth of senior blood pressure cuffs/medical equipment. The library staff and trustees will continue to seek additional donations.
23. April 20th 8am Egg Hunt Setup (10am hunt) - Carmen Hatton's National Student Nurses' Association are donating dental hygiene products to be given away as prizes. Bill and Brenda Zombro will be donating 15 grand prizes. MFHS seniors filled all eggs for the library on their volunteer day.

Approvals

24. Approval, Consent Agenda – Motion to approve by Tony Norton. Amber Scott seconded.
25. Approval, FY'19-20 Calendar – Motion to approve by Tony Norton. Carmen Hatton seconded.
26. Approval, FY'-19-20 Hours of Operation – Motion to approve by Carmen Hatton. Audra Newton seconded.
27. Approval, FY'-19-20 Annual SHARE Membership – Motion to approve by Amber Scott. Seconded by Tony Norton.

28. May 20, 2019 6:30pm Meeting Agenda Suggestions – Additional budget discussion planned.
29. Adjournment – Meeting adjourned at 7:06pm.