

Maroa Public Library District Regular Meeting

August 21, 2017

Call to Order: President Angela Foulke. 6:30 P.M.

Roll call: Terri Tate, Toni A. Stoutenborough, Randy Hatton, Lindsey Hanes. Library Staff: Penny Meece, Andrea Wilber, and Director Sara Gentle.

President: Angela Foulke expressed all of our deepest sympathy on the loss of our great friend and board member Bill Turner. Angela said that he will be deep missed.

Recognition of Visitors, Delegations, etc. Bill Ryan from Stoutenborough Insurance, James Meece, and Amber Scott.

Bill Ryan, Stoutenborough Insurance holds the Insurance for the Maroa Public Library and he feels about every three years the Trustees and The Director needs to review all the Insurance policies for the Library. Mr. Ryan stated that all looks great, only he feels that the Library needs to have 2 signatures on all the big purchases. Director Sara Gentle told him that we have a purchasing policy in hand –two signatures over \$2500. Mr. Ryan did meet with Director Sara Gentle about the Fidelity and Crime Coverage Policy with Travelers Casualty and Surely Company of American. (all board members have a copy). Mr. Ryan also said that Director Sara Gentle came him a up to date inventory list. At this time Mr. Ryan feels that we are covered and all policies look great.

Committee Reports:

Personnel Committee: N/R

Material Selection and Circulation Committee: N/R

Building and Grounds: Committee N/R

Financial Policy Committee: N/R

Financial Development Committee: N/R

Learning and Discussion:

Board Member OMA certification/website training. Community Outreach with the Children's Program Director Andrea Wilber. Andrea is partner with the schools to do 40-minute book/artspals project. Also, the homework hangout starts Sept 6. Andrea hopes to get help from the National Honor Society students with this program.

Insurance Policy Requirements: On the signature for the checks the Library has in our by-laws that we need 2 signatures on any purchasing over \$2,500.

Illinois Public Library Annual Report (IPLAR) Secretary Audit. Toni A. Stoutenborough secretary for the Maroa Public Library turned over her minutes for July 2016 to June 2017, to Terri Tate and Randy Hatton to look over. Terri Tate and Randy Hatton said to the board that all the minutes were in order.

Actions: Consent Agenda and minutes from July 17, 2017 from the open meeting Terri Tate made a motion to approve the consent agenda and the minutes 2nd by Randy Hatton motion passed by all saying yes.

September 14, 15, 16 is the City wide rummage sale. The Library will host a BOOK SALE at the same time.

Insurance Policy: Motion was made by Randy Hatton to accept the Insurance Policy that Bill Ryan passed out. Randy's motion was to pay the three-year policy in the amount of \$1,232.00 2nd by Terri Tate. Motion passed by all saying yes.

New Board Trustee: Motion was made by Terri Tate to appoint Amber Scott to the board of Trustee for the Maroa Public Library 2nd Randy Hatton. Motion passed by all saying yes. Motion made by Toni A. Stoutenborough to appoint Amber Scott as the new Treasure for the Maroa Public Library 2nd by Terri Tate. Motion passed by all saying yes.

Actions:

Staff Credit Cards/Name Assignment/Removal: To remove Amber Scott from Scott State Bank Accounts as Director and add Sara Gentle to the accounts as Director of the Maroa Public Library. Remove Sara Gentle as Treasure of the Maroa Public Library and add Amber Scott as Treasure of the Maroa Public Library. Add President Angela Foulke to all the Accounts at Scott State Bank for the Maroa Public Library. Remove Sara Gentle from the Children's Program account and add Andrea Wilber the new Children's Program Director at the Scott State Bank. Also remove Bill Turner from all the accounts as he passed away in July 2017. Motion was by Toni A Stoutenborough to remove and add all the above to the accounts at Scott State Bank for the Maroa Public Library 2nd Terri Tate. Motion passed by all saying yes.

Library Polices: Alcohol Policy was passed to all the Trustees for the board to review. With a few questions. The Library was had some people who rent the Community Room that would like to have alcohol. Motion was made by Terri Tate to allow alcohol in the Community Room only and 2nd by Toni A. Stoutenborough. Motion passed by all saying yes.

Purchasing Policy: We have in the Maroa Library by-laws that we have to have 2-signatures on a check if it is more than \$2,500.

Tax Levy Ordinance: Randy Hatton made a motion to approval of the new Tax Levy Ordinance 2nd by Terri Tate. Motion passed by all saying yes.

Director Sara Gentle, said that the next Meeting in September that we will review the Maroa Public Library Personnel Policy at this time the Board of Trustees needs to update this policy. Director Sara Gentle also, said that the new ALA Board Training is on the website for all the Trustees to look at and this new program will help the new Trustees.

Adjournment: Motion was made by Terri Tate to adjourn 2nd by Toni A Stoutenborough, meeting was adjourned at 7:35 P.M. Motion passed by all saying yes.

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Next Meeting is Oct 16, 2017 6:30 P.M.



Secretary: Toni A. Stoutenborough 9.13.2017