

Maroa Public Library District Regular Meeting Minutes

4/17/2023 | 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 were Angela Foulke, Cindy Manint, Lindsey Hanes, Amber Scott, Audra Newton, and Tony Norton. Trustee, Mason Ricketts, was absent. Staff present included Sara Gentle and Randy Hatton.
3. Board President Remarks: Angela started the meeting by welcoming guests and trustees and encouraged everyone to support Ryder's American Grille.
4. Recognition of Visitors, Delegations, etc: Kim Wright and Randy Hatton attended as citizens on the Decennial Committee.
5. Public Comment Period: No comments.

Consent Agenda for March 20, 2023

6. January 16, 2023, February 20, 2023, and March 20, 2023 Meeting Minutes: Reviewed.
7. January/February/March Director's Reports & March/April/May 2023 Calendar: Highlights
 - a. Sara Gentle reported that the 4/8/23 egg hunt was a success with approximately 300 people in attendance.
 - b. She was recently recertified as a Matter of Balance instructor. The Library will host 8 sessions of Fall Prevention Training in October of 2023.
 - c. The Library signed up with the Uofl Extension Office to host a pilot program of Wits Workout in Spring of 2024. Kristy Bankson will receive training before the event.
 - d. Sara just returned from Illinois State Library Directors University 2.0 training.
 - e. Bodine Electric moved the north door security camera to the northeast corner of the building for added security viewing.
 - f. Sessions Electric pointed out an issue with the sensor controlling the security lighting around the building that has been causing the lights to come on at random times. Sara will be sure to have this issue corrected soon.
8. Accountant & Treasurer's Reports for January/February/March 2023: Reports included with the Treasurer's chart emailed following the meeting.
9. List of Paid Bills for January/February/March 2023: Included in the packet.

Committee Reports: No committee reports.

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

New Business

15. Decennial Committee on Local Government Efficiency Act Meeting 1: All persons at the meeting reviewed the rules and requirements for the Library to fulfill this new mandate. The next meeting will be to brainstorm/discuss collaboration opportunities with other governmental agencies to ensure the Library is operating efficiently with proper accountability. A final meeting will be to review the report drafted from the second meeting. The three meetings must be completed with the report submitted to Macon County before October 2024.

Maroa Public Library District

305 E. Garfield St., Maroa, IL 61756 | 217.794.5111 | maroalibrary@gmail.com



16. Personnel Policy (SEP/IMRF/PTO) Revision: Sara provided an updated Personnel Policy that removed the Single Employee Pension language and replaced it with IMRF language. All persons working 1000 hours or more will be required to participate in the Library's Illinois Municipal Retirement Fund. The policy will need to be amended before January 1, 2024 to meet the requirements of the Personal Leave For All Workers Act after the state provides more details.
17. 2023/2024 Important Dates: Closure dates proposed for the 2023/2024 calendar included July 4, November 23 through November 25, and December 26 through January 5.
18. Project Planning: Sara presented project plans and bids from 3 electrician, 3 concrete, and 3 landscaping contractor bids. All bids were prevailing wage and considered the safety and ADA requirements for increasing the usability and functionality of the Library's backyard and side yard. The plans included:
 - a. For the Backyard Area
 - i. leveling the rock area,
 - ii. replacing rusting garden beds with paver beds,
 - iii. adding paver benches and fountain to the patio,
 - iv. moving fire pits onto the patio, and
 - v. adding a gazebo to the patio
 - b. For the Side Yard Area
 - i. removing the crab apple tree,
 - ii. leveling the existing space around the tree,
 - iii. installing a concrete pad that matches the back patio with sidewalk leading to west parking area,
 - iv. adding a pergola to the new pad,
 - v. installing a small water feature,
 - vi. and installing permanent musical instruments.

A summary of the estimates received was as follows:

Concrete Pad		
Kingdom Concrete	\$5,600.00	5/23/2023
Christy Foltz Inc	\$13,426.00	
Zion Pros	? See landscaping	

Electrical Work	Bodine	Sessions	Raines
Gazebo/Fountain	\$4,350.00	\$3,734.10	4200
Pergola/Pump	\$3,350.00	\$2,290.10	?

Landscaping	Zion Pros	Walkers Landscaping	Custom Landscapes	CS Outdoor Solutions
Phase 1	\$15,333.00	No Bid	\$21,000.00	\$20,300.00
Phase 2	\$15,333.00	No Bid	\$33,000.00	\$13,500.00
Phase 3	\$16,833.00	No Bid	\$45,000.00	\$11,800.00
	Incomplete Estimate		Materials + 40%	Includes Materials
			Jul-23	No Gazebo/Pergola Work

Additional costs included patio pavers (\$7000), musical instruments (\$7700), pergola and gazebo (\$5,700), and miscellaneous items to complete the space (\$2,500). Estimates from construction contractors will be collected after the meeting for the assembly of the pergola and gazebo (Phase 4).

19. June Freedom Festival: The board agreed to offer to help again this year with Bingo, if the city is willing.

Old Business: n/a

Approvals

20. Approval, Consent Agenda for April, March, and February 2023: A motion was made by Tony Norton to approve the three, listed consent agendas. Amber Scott seconded the motion. All present, aye.
21. Approval, Personnel Policy Revision 10: Tony Norton motion to approve the Personnel Policy Revision 10 that removes the SEP language and replaces it with IMRF requirements. All present, aye.
22. Approval, 2023/2024 Calendar: Amber Scott motioned to approve the fiscal year calendar presented by Sara Gentle. Lindsey Hanes seconded the motion. All present, aye.
23. Approval, Project plan estimates: Tony Norton motioned to accept the project plan estimates as follows:
 - a. Concrete contractor – Kingdom Concrete as summarized.
 - b. Electric contractor – Sessions Electric LLC as summarized.
 - c. Landscape contractor– CS Outdoor Solutions as summarized.
 - d. Patio paver materials – To be purchased from Menards.
 - e. Patio structures – Yardistry Gazebo and Yardistry Pergola as summarized.
 - f. Musical instruments – Percussion Play Sansa-Rimba and Triad Chimes as listed below.

Recommended	Company	Corporate	Building	Safety
Phase 1 (Planters/Ground Leveling)				
Landscape	CS Outdoor	\$10,150.00	\$0.00	\$10,150.00
	Total	\$10,150.00	\$0.00	\$10,150.00
Phase 2 (Fountain, benches, fire pits)				
Electrical	Sessions	0	\$1,867.05	\$1,867.05
Landscape	CS Outdoor	\$13,500.00	\$0.00	\$0.00
	Total	\$13,500.00	\$1,867.05	\$1,867.05
Phase 3 (Pad, tree removal, pond)				
Electrical	Sessions	\$0.00	\$1,145.05	\$1,145.05
Concrete	Kingdom	\$0.00	\$0.00	\$5,600.00
Landscape	CS Outdoor	\$5,900.00	\$0.00	\$5,900.00
	Total	\$5,900.00	\$1,145.05	\$12,645.05
	Combined Labor Total	\$29,550.00	\$3,012.10	\$24,662.10
Materials				
Phase 1 & 2	Menards Pavers	\$7,000.00	0	0
Phase 3	Percussion Play Sansa-Rimba	\$3,701.50	0	0
Phase 3	Percussion Play Chimes (Triad)	\$3,993.00	0	0
	Total	\$14,694.50	\$0.00	\$0.00
Phase 4				
	Yardistry Gazebo	\$2,099.50	\$0.00	\$2,099.50
	Solar Town Yardistry Pergola	\$1,411.00	\$0.00	\$0.00
	Labor TBD	?	?	?
Final Total	Minus Structure Labor	\$47,755.00	\$3,012.10	\$26,761.60

Cindy Manint seconded the motion. All present, aye.

24. May 15, 2023, 6:30pm Meeting Agenda Suggestions

- a. Working budget for FY 2023/2024
- b. Sara Gentle noted she will be gone for this meeting.

25. Adjournment: Meeting adjourned at 7:33pm.