

# Maroa Public Library District Regular Meeting Minutes

2/19/2018 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by Angela Foulke at 6:32pm.
2. Roll Call – Trustees in attendance: Angela Foulke, Lindsey Hanes, Randy Hatton, and Tony Norton. Staff in attendance: Sara Gentle. Trustees absent: James Meece and Amber Scott
3. Board President Remarks: Angela Foulke reported that Terri Tate resigned immediately before the meeting as a Library Trustee and board Vice President with Sara Gentle as a witness. Terri's health will no longer allow her to serve the Library. We appreciate all Terri has done for the Library. She will be greatly missed.
4. Recognition of Visitors, Delegations, etc.- No visitors.
5. Public comment period – No public comment.

Consent Agenda, Approval - Randy Hatton motioned to approve the January 15, 2018 Consent Agenda. Lindsey Hanes seconded the motion.

6. January 15, 2018 Meeting Minutes
7. Director's Report & Calendar – Sara Gentle gave an update on March / April programming. She also reported that in the last year, percentages of new materials purchased by category (adult books, minor books, and DVDs) have closely matched library circulation statistics, with the exception of DVDs. She noted that the Library may want to increase DVD funding for the 2018-2019 fiscal year.
8. Accountant & Treasurer's Reports – Expenses continue to remain within budget.
9. List of paid bills – Some of the February bills made it into January with checks drafted on January 31, 2018. This will reduce the number of bills in February reports.

## Committee Reports

10. Personnel – No report.
11. Material Selection & Circulation – No report.
12. Building & Grounds – No report.
13. Finance Policy – No report.
14. Financial Development – No report.

## New Business

15. Resignation of Randy Hatton – Randy Hatton submitted his letter of resignation, effective following the meeting, as a Board Trustee. We appreciate his service also to the board.
16. Statement of Economic Interest – Statements of Economic Interest are to be filled out and submitted to the Macon County Clerk by May 1, 2018.

## Old Business

17. Staffing Plan Update – After consulting with members of the Personnel Committee, individually, Sara Gentle has announced the hiring of two part-time Library Assistants. Carrie Russell and Randy Hatton will both begin working for the library, this week. Carrie will work Wednesdays, Thursdays, and Fridays from 9am to 1pm (3pm on Fridays) and every other Saturday. Randy will work Tuesdays through Thursdays from 1pm to 6pm and every other Saturday. In addition to attending to patrons, Carrie's responsibilities will include assisting Andrea Wilber with some programming when needed and assisting with minor material selection while Randy's responsibilities will include assisting with adult material selection.

# Maroa Public Library District

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



#### Approvals

18. Approval, Consent Agenda (Motioned and approved at the beginning of the meeting.)
19. Approval, Staffing Plan Update (Unnecessary to approve.)
  
20. March 19, 2018 6:30pm Meeting Agenda Suggestions – With Terry Tate’s resignation, the replacement of a Vice President will be discussed next month.
  
21. Adjournment – Lindsey Hanes motioned to adjourn the meeting at 7:10pm. Tony Norton seconded the motion.