

# Maroa Public Library District Regular Meeting Agenda

10/15/2018 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order – Meeting called to order by President, Angela Foulke at 6:30pm.
2. Roll Call – Trustees present: Angela Foulke, Tony Norton, Audra Newton, Carmen Hatton, Amber Scott. Staff present: Sara Gentle. Trustees absent – James Meece and Lindsey Hanes.
3. Board President Remarks – Brief greeting by Angela Foulke, who directed the Board’s attention to September 17, 2018 meeting minutes.
4. Recognition of Visitors, Delegations, etc. – No visitors present.
5. Public comment period – Not applicable.

## Consent Agenda

6. September 17, 2018 Meeting Minutes
7. Director’s Report & Calendar – Sara Gentle reported that although adult fiction weeding is going on, the quantity of materials requested and sent to other libraries remain higher than for the past couple years. Sara also shared that Bri, the Library’s student aides last day will be November 2<sup>nd</sup>. The Library staff will definitely miss Bri and wish her well as she pursues her secondary education.
8. Accountant & Treasurer’s Reports – The accountant report wasn’t available and will be presented, next month. The treasurer’s report showed all budgeted areas remain within budget. Both book purchases and office supplies were higher than average for the first fiscal quarter. The reason for this was that all of the Per Capita and Back to Book Grant moneys were spent on the DVD relocation project and ArtsPals book project.
9. List of Paid Bills – The quantity of bills was significantly less due to more bills having been paid in August.

## 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

- Internet System Upgrade & Bidding –The library internal internet system is being updated through the e-Rate grant program. The new internet/Wi-Fi system will now have a patron side and a staff side. The patron side will not require a password and will be available during library operation hours. The staff side will allow 24 hour access and will be password protected.
15. Internet Safety Policy – Sara Gentle presented a new Internet Safety Policy to the Board. The purpose of this policy is to meet federal Children’s Internet Protection Act requirements.
  16. Technology Plan – Sara also presented a drafted Technology Plan, a requirement for libraries receiving Universal Service Plan funding.
  17. ADA Trustee Training (per Capita Requirement) – The Library staff will all be receiving ADA training as a requirement for the 2019 Illinois State Library Per Capita Grant. Sara presented an abbreviated version of this training provided by Project ENABLE. Two issues that were discovered during the ADA training process were the absence in the library of flashing fire alarms and signs located on and not next to the bathroom doors. Sara will look to rectify these issues.

# Maroa Public Library District

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



18. Family Reading Night, Nov 15 6-7:30pm – Andrea Wilber’s currently working on plans for this year’s family reading night. The evening will have a pirate theme with peg leg snacks and a treasure hunt.

#### Old Business

19. Ameren Lighting Replacement – Paperwork has been filed with Ameren for the fluorescent lighting to be replaced with LED bulbs.

#### Approvals

20. Approval, Consent Agenda – Motion made by Amber Scott to approve. Seconded by Carmen Hatton. All present, aye.
21. Approval, Internet Safety Policy – Motion made by Tony Norton to approve. Seconded by Amber Scott. All present, aye.
22. Approval, Technology Plan – Motion made by Audra Newton to approve. Seconded by Tony Norton. All present, aye.
23. November 19, 2018 6:30pm Meeting Agenda Suggestions – Thanksgiving potluck suggested. Also a review of the Long Range Plan.
24. Adjournment – Meeting adjourned at 7:11pm.