

Maroa Public Library District Regular Meeting Agenda

4/18/2022 | Maroa Public Library Conference Room - 6:30pm

1. Call to Order: Meeting called to order at 6:33PM by Amber Scott.
2. Roll Call: Trustees present: Amber Scott, Audra Newton, Mason Rickets, and Lindsey Hanes. Staff present: Sara Gentle. Trustees absent: Tony Norton and Angela Foulke
3. Board President Remarks: Amber Scott welcomed everyone.
4. Recognition of Visitors, Delegations, etc: No visitors present.
5. Public Comment Period: No public comments.

Consent Agenda

6. March 22, 2022 Meeting Minutes: Minutes reviewed.
7. Director's Report & Calendar
 - a. The annual egg hunt went well. Sara thanked the board members for helping spread eggs. The hunt brought in approximately 120 children and a similar amount of adults.
 - b. The library received approval from the state to delete old records. This process was performed, last week. The library will now work with the records retention office to amend the library's application to include security camera footage.
 - c. Sara spent time waiving all old patron overdue fees. Expired patrons without replacement charges prior to 2019 were also deleted from the system. These changes will be shown in next month's librarian's report.
 - d. Sara has completed the required Open Meetings Act and Freedom of Information Act training and will serve as the OMA/FOIA officer. Randy Hatton has agreed to also complete the training.
 - e. The shed purchase was delayed until new credit cards could be issued. An order will be placed soon.
 - f. The library is in the process of receiving grant funding for two staff iPads and FOIA laptop. These devices will be purchased using federal ECF grant money and will not be included under contract with Lazerware.
 - g. The new Programming and Outreach Director is working hard to develop new programs and bring back some old. These programs will be included in the May/June city newsletter.
 - h. The food pantry has been used a lot in the past couple of months.
 - i. Six cubic yards of mulch were spread before the egg hunt around the building. The city has agreed to address the drainage issue at the west end of the front parking lot.
 - j. SHARE membership rates for the upcoming year were presented. The library's cost has increased due to the library's increased revenue from \$3,599.81 in 2021 to \$4,942.32. Access to the SHARE Cloud library will cost an additional \$500.
8. Accountant & Treasurer's Reports for March 2022: Sara presented current bank account levels. Other reports will be presented at the May meeting.
9. List of Paid Bills for March 2022: Presented

Committee Reports

10. Personnel: See item 17.
11. Material Selection & Circulation: No report.
12. Building & Grounds: No report.
13. Finance Policy: No report.
14. Financial Development: No report.

New Business

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



15. Alcohol Policy Review: Policy reviewed. No changes needed.
16. Purchasing Policy Review: Wording regarding Children's Programming Director will be updated before the next meeting and presented for revision.
17. Interim Director Volunteer/Vacation Hours: Angela Foulke made the suggestion to award Sara with two weeks of vacation time for her interim director service.
18. Back Patio: The board took a moment to look at the back patio. Sara will begin the process of collecting quotes for replacing the back patio with stamped concrete.
19. June Freedom Festival: Sara will check with Blake West to see how the library and board could contribute to this year's festival scheduled for June 25th.

Old Business

20. Security Camera Policy Proposal: Sara presented a draft proposal that was first ran by the library's lawyer, Phil Lenzini.

Approvals

21. Approval, To enter closed session: No approval required.
 - a. For the discussion of personnel hiring and wages pursuant to Section 5 ILCS 120/2(c)(1) and 120/2(c)(2)
22. Approval, Consent Agenda: Motion to approve the consent agenda made by Mason Rickets. Motion seconded by Lindsey Hanes.
23. Approval, Security Camera Policy: Motion to approve the Security Camera Policy made by Audra Newton. Motion seconded by Mason Rickets.
24. Approval, Director Earned Vacation Hours: Motion to provide Sara Gentle with two weeks of earned vacation for her interim service as director made by Lindsey Hanes. Motion seconded by Audra Newton.
25. Approval, Board Treasurer Appointment: Topic tabled for next month.
26. Approval, SHARE annual membership: Motion to approve the annual SHARE membership of \$4,942.32 with additional \$500.00 for Cloud services made by Lindsey Hanes. Seconded by Mason Rickets.
27. May 16, 2022, 6:30pm Meeting Agenda Suggestions: Board treasurer and board term limits.
28. Adjournment: Meeting adjourned at 7:08PM.

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