

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

14 JANUARY 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 14 January 2019 at 6:30 p.m. in the library. President, Vickie Gardner presided. Trustees present included:

Vickie Gardner	P	Sharon Glessner	P	James Hopkins	A
Phillip Kelley	P	Andrew Mayer	P	Jared Nobbe	P
Kenneth Perkins	P	Judith Tomlinson	A	Rita Trantham	A

Others Present: Elaine Steingrubey, Library Director.

Andy Mayer moved to approve the agenda. Sharon Glessner seconded the motion. Motion carried.

There was no public comment.

Jared Nobbe moved to approve the consent agenda. Phill Kelley seconded the motion. Motion carried.

The Friends met on Wednesday, 9 January 2109 in the library. Assistant Director, Jamie Wratchford attended as the library representative.

The Library's annual certification process was completed and submitted on 7 January 2019.

The first County tax distribution was received in late December. Since taxes are not actually due until mid-January and mid-February, the Library should receive all tax receipts before the end the fiscal year.

The library received a \$50 donation in memory of Warren Steinmann from Reiss Ford Sales, Inc. from Marissa, IL in December.

The Children's and Youth Services Coordinator remains off work on medical leave and is expected to remain off work for at least another four weeks.

The Library's Per Capita Grant and the Live and Learn Construction Grant applications have been submitted to the Illinois State Library. The Library has completed all requirements for each of these grants and will await the next steps in the processes. The test batch of records from the Monroe County Survey Gardner Records Grant is almost ready for review by the library.

During the discussion about the Construction grant, the Phill Kelley asked if Radon testing was a grant requirement. Currently, it is not. He stated that in his recent work with relatively new buildings, Radon has been discovered. He offered to be bring a Radon test kit to the library and check the buildings.

The Library is required to appoint a Freedom of Information Act Officer (FOIA) each January. The Board may appoint more than one officer. The Library Director suggested appointing both the Director and Assistant Director to the position. This ensures that any FOIA request would be handled in a timely fashion if one or the other would be out of the office for more than 5 days. Sharon Glessner moved to appoint Library Director, Elaine Steingrubey and Assistant Library Director, Jamie Wratchford at the Morrison-Talbott Library's FOIA officers. Andy Mayer seconded the motion. Motion carried.

The City of Waterloo is once again sponsoring its Banner Program. Banners depicting the names of businesses and organizations within the City limits are hung on lamp posts along the main streets of the City. The Library has participated in the program since its inception. The cost for a 2-year period is \$200. The City

hangs, remove and stores the banners. The deadline to respond to the City with the form ad payment is 28 January 2019. Ken Perkins moved to authorize the Library's participation in the City Banner Program. Phill Kelley seconded the motion. Motion carried.

The Illinois Heartland Library System (IHLS) is seeking nominations for five seats on the Library System Board of Directors, one Public Librarian Representative and four Public Library Trustee Representatives. Each term is a 3-year term beginning on 1 July. The IHLS Board meets the fourth Tuesday of the month (except December) at the IHLS office in Edwardsville at 5:00 pm. The Board meetings can be attended electronically. The Morrison-Talbott Library is a v-tel site, which allows for remote attendance at the meetings. The deadline to complete the survey to vie for candidacy is Friday, 8 February 2019 at midnight.

The Library Director and Assistant Director are investigating options for computer maintenance protection. Lazerware is a company who provides computer maintenance for many of the libraries in the Illinois Heartland Library System. Our current provider is Sidebarr. We are still investigating the options Lazerware offers. Their costs are higher than our current provider, however, their coverage is more comprehensive.

The Morrison-Talbott Library Memorial Endowment Association (MTLMEA) also received notification from Adams & Huetsch that the organization has been included as a beneficiary of Marilyn Fischer's trust. MTLMEA received a check in the amount of \$25,000 as a partial distribution of the bequest under Marilyn's trust. An additional payment will be made sometime in calendar year 2019.

The Personnel Committee moved to adopt the revised Health Insurance Policy. Sharon Glessner seconded the motion. Motion carried.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 11 February 2019 at 6:30 p.m. in the library. Sharon Glessner made a motion, seconded by Jared Nobbe to adjourn the meeting. Motion carried. Meeting adjourned at 6:56 p.m.