

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 11 FEBRUARY 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 11 February 2019 2019 at 6:30 p.m. in the library. Vice-President, Sharon Glessner presided. Trustees present included:

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

Others Present: Elaine Steingrubey, Library Director.

Jared Nobbe moved to approve the agenda. Andy Mayer seconded the motion. Motion carried.

There was no public comment.

Andy Mayer moved to approve the consent agenda. Rita Trantham seconded the motion. Motion carried.

Nancy Wack is resigning her position as President of the Friends of the Library as of July 2019. The Friends agreed to purchase a microfilm reader for the Library. Sherri Tjemmes and Jamie Wratchford are going to view a demonstration of a microfilm reader tomorrow.

The State Library has received the library's Live and Learn Construction Grant application and has notified the library that the Grant Reviewers meeting will be held on Thursday, 14 March 2019 from 9 a.m. to 3:30 p.m. The meeting will physically be held at the State Library in Springfield, however, applicants may attend via videoconferencing. The Library Director will be in attendance, and if there is a narrower window of time will ask Mike Schneider to also attend. The library will await further information regarding the meeting will be forthcoming from the State Library.

The Library received a second tax distribution of \$279,330.24 in the beginning of February. This amount plus the \$91,468.08 equals approximately 80% of the amount the City levied on behalf of the library.

### Committee Reports:

**Budget and Finance:** This committee will need to schedule a meeting after the Personnel Committee meeting to draft the FY 2019-2020 budget.

**Building and Grounds:** This committee needs to meet to discuss the construction grant. The members who were present indicated availability and an email will be sent out to finalize a date.

**Bylaws and Long Range Plan:** The committee had discussed reviewing different library policies each month before the Board meeting, and presenting a recommendation on the policies to the Board. This month the Library Director had an opportunity over the weekend to review the Board Bylaws, which only required minor changes and the Material Selection Policy.

A copy of the old Library Material Selection Policy was presented along with a Collection Management Policy, which would replace the Library Material Selection Policy. The Collection Management Policy is more succinct. The Freedom to Read Statement, The Library Bill of Rights and the Freedom to View Statement are mandated by Illinois law to be included in the policy. They were in the previous policy and the new policy.

A policy under the Rules and Regulations of the Library can be passed with a 2/3 majority of the Board with no previous reading. There were five trustees present, so the Board was asked to review this policy and return it for a vote at the 11 March 2019 meeting.

The proposed changes to the Board Bylaws include:

Article I, Sec 6 (absences) was changed to reflect the Illinois Statute.

Article II, Sec 4 (president) The duties of the president was amended to state that the president shall serve on all committees.

Article II, Sec 8 (standing and special committees) was revised to state that each standing committee shall meet within the month after appointment to elect a committee chair.

Article III, Sec 4 (important meetings) The Mayor traditionally appoints committees and board in May. Changing the date the library sends recommendations for potential trustees from May to April will allow the Board's recommendations to reach the Mayor in a more timely manner.

Article III, Sec 4 (important meetings) The Bylaws state that we set annual meeting schedule in July. We should either set the schedule in October for the following calendar year, or in March for the fiscal year.

Article IV, Sec 1 (order of business) public comment is added under the order of business for a board meeting.

Because public comment was added to the order of business, a policy governing public comment is necessary. The proposed MTL Public Meeting Comment and Recording Policy was drafted for adoption.

All the Bylaws and the Public Comment Policy received first readings at the 11 February 2019 meeting. The Bylaws may be amended by a 2/3 majority of the Board subject to a reading at the previous regular meeting. These Bylaw changes and Public Comment Policy will be emailed to each trustee for further review and will be voted on at the 11 March 2019 regular meeting.

Col. Morrison Home: This committee needs to meet to discuss shutters and other renovations to the building. An email will be sent to the members of the committee to set a meeting date.

District Library: No Report

Ethics: No Report

Personnel: The Children's and Youth Services Coordinator remains off work on medical leave and will be out for at least another four weeks. The committee needs to schedule a meeting to discuss salary recommendations and other personnel items. Some additional information is needed before scheduling that meeting.

Public Relations and Marketing: No Report

Technology: No Report

Assistant Director, Jamie Wratchford, is required to complete a practicum for her degree through University of Nebraska-Omaha. For her practicum, she is creating a quarterly staff development program for the

library. The first of these quarterly programs is scheduled for Friday, 29 March 2019. In order for the entire staff to attend the program, it will be necessary to close the library on 29 March 2019. Rita Trantham moved to close the library on Friday, 29 March 2019 for Staff Development Day. Jared Nobbe seconded the motion. Motion carried.

A requirement of graduation at Gibault Catholic High School in Waterloo is to complete a three-week volunteer project. Gibault Senior, Lace Brandenburg, is performing her Senior Project at the Library. Lace will be working at the library from 25 February through 15 March 2019.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 11 March 2019 at 6:30 p.m. in the library. Judi Tomlinson made a motion, seconded by Andy Mayer to adjourn the meeting. Motion carried. Meeting adjourned at 6:59 p.m.