

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

10 JUNE 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 10 June 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	A	Andrew Mayer	P	Jared Nobbe	P
Kenneth Perkins	P	Judith Tomlinson	A	Rita Trantham	A

Others Present: Elaine Steingrubey, Library Director.

Ken Perkins moved to approve the agenda. Sharon Glessner seconded the motion. Motion carried.

There was no public comment.

Andy Mayer stated that he was not present at the 18 May 2019 Special Board meeting and could not have made the motion to adjourn. Sharon Glessner stated that she had made the motion. Jared Nobbe moved to approve the consent agenda with the correction to the 18 May 2019 Special Board meeting minutes. Andy Mayer seconded the motion. Motion carried.

The new microfilm machine purchased by the Friends of MTL has been installed and the staff has received training on the new equipment. It will be relatively easy to use, however, it will require staff time to instruct patrons on the machine.

The Summer Reading Program has kicked off with a bang! As of this afternoon we have 375 children and adults registered for the program. Over 200 people have attended the summer programs held to date, including 170 people at the Juggling Jeff program on Thurs. 6 June. This is only the second week of the program. Thirty stars have been placed on the Reading Wall of Fame representing 150 hours read toward our goal of 3500 hour for the summer. The program has generated a lot of excitement for the library goal, and we have received a lot of positive feedback. Kudos to the library staff for all the hard work that has gone into planning the program and the work still to come in the execution of it! Great job!!

Committee Reports:

Personnel: The temporary part-time summer position has been filled, and it has been very helpful to have an additional person on staff. The Board was informed that one of our current part-time employees is planning to retire in January 2020. The Personnel Committee will need to meet to develop a long range plan for library staffing.

Budget and Finance: No Report

Building and Grounds: The Board reviewed a revised draft and cost estimate of the plans for the meeting rooms and restrooms in the lower level and the reconfiguration of the main level of

the library. The Board discussed several options regarding the plans. Jared Nobbe moved to approve the plan for the Basement Restrooms, Corridor & Kitchenette Improvements and the Meeting Room/Study Area and the First Floor Circulation Desk and Offices – Scheme 1C as the base. And to approve the following as alternates: New Circulation Stair connecting the two floors, the Carpet Tile in the first floor public areas, including labor to move the shelving, and Patron Help Desks in public areas. Ken Perkins seconded the motion. Motion carried.

During the discussion regarding the library renovations, some suggestions to remove the excess books in the basement included contacting St. Louis County Library and the Queenie Park Book Sale or Memorial Hospital to see if they would be interested in the books.

Bylaws and Long Range Plan: No report.

Col. Morrison Home: The Committee met on Thursday, 30 May 2019 to discuss the revised Bid Form from Dugan Woodworking. The bid form received from Dugan Woodworking was received prior to the Friday 24 May 2019 deadline. The proposal did not completely match the proposal submitted on 15 May 2019. The base bid of \$4,100 for the scope of work on the South side of Col. Morrison's home remained the same. The bid for Alternate #1, the scope of work on the West side of the home has increased by \$1,717. Dugan's bids were still lower than the next closest bidder. (The Base bid was \$3,031.20 lower, the alternate was \$1,411.30 lower.) After some discussion regarding the options, the committee recommends to the full to Board to award the base bid scope only (the South wall for \$4,100), to decline the revised bid for Alternate #1 (West wall for \$7,838.60) and to consider its options for work on additional shutters. Jared Nobbe seconded the motion. Motion carried.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

Andy Mayer moved to adjourn the regular meeting and enter into executive session in accordance with 5 ILCS 120/2, Ch. 102, par. 42, Sec. 2 (c) Exception (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Sharon Glessner seconded the motion. Motion carried. The Board entered executive session at 7:41 p.m.

Ken Perkins moved to adjourn from executive session and re-enter the regular meeting. Jared Nobbe seconded the motion. Motion. The Board exited executive session at 7:46 p.m.

The Board's officers serve a one-year term, which begins 1 July and expires 30 June. Each officer may hold the same position for two terms. Current officers are Vickie Gardner, President; Sharon Glessner, Vice-President and Jared Nobbe, Secretary-Treasurer. Vickie, Sharon and Jared are ineligible to serve another term in their respective positions.

President, Vickie Gardner requested nominations from the floor. Ken Perkins made a motion, seconded by Jared Nobbe, to nominate the following slate of officers and to update the Corporate Resolution to reflect the change in officers and to retain the requirement of two (2) signatures to

endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit for this organization. Motion carried.

Sharon Glessner, President
Vickie Gardner, Vice-President
Andrew Mayer, Secretary-Treasurer

Each year, the board must review the decision to offer non-resident cards for sale, the method for determining the cost of a non-resident card, and the cost of the card. Sharon Glessner made a motion that for the year beginning 1 July 2019 and ending 30 June 2020, the Morrison-Talbott Library shall participate in the non-resident card program, and that the fee for a non-resident card shall be determined by the General Mathematical Formula developed by the Illinois State Library. The fee for a non-resident card beginning 1 July 2019 and ending 30 June 2020 shall be \$93.63. Ken Perkins seconded the motion. Motion carried.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 08 July 2019 at 6:30 p.m. in the library. Jared Nobbe made a motion, seconded by Andy Mayer to adjourn the meeting. Motion carried. Meeting adjourned at 7:51 p.m.