

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

8 JULY 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 8 July 2019 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

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

Others Present: Elaine Steingrubey, Library Director.

Vickie Gardner moved to approve the agenda. Jared Nobbe seconded the motion. Motion carried.

There was no public comment.

Ken Perkins noted several corrections to the wording of the 10 June 2019 minutes. Vickie Gardner moved to approve the consent agenda with the corrections to the 10 June 2019 Board Meeting minutes. Jared Nobbe seconded the motion. The corrections were noted and the minutes revised. Motion carried.

Committee Reports:

Personnel: The Personnel Committee met prior to the Board meeting to review the Youth Services Coordinator position and starting salary. Elements of the Youth Services Coordinator's job description, including reporting requirements, educational requirements, verbiage on the ages and inclusivity of youth served, were clarified. The starting salary was determined to be within the amount budgeted for personnel in FY 2019-2020. The committee recommended posting the position immediately.

The committee also reviewed the library's Medical Leave Policy. The committee recommended maintaining the Medical Leave Policy as currently written, which allows employees to purchase service time within the IMRF guidelines.

Budget and Finance: No Report

Building and Grounds: A meeting with Mike Schneider of Quadrant Designs is scheduled for Thursday, 11 July 2019 at 9:00 a.m. to discuss the plans and timeline of the project. It is recommended that the areas of the project be emptied of any unnecessary items. This gives the bidders a more clear visual of the work area, and assures them that they will not need to include the cost of clearing these areas in their bids.

The Board offered suggestions on ways to remove the bulk of the books from the Book Sales. Sherri Tjemmes has been working with Better World Books to donate some of the books to that organization. If we are unable to donate the books, the Board suggested contacting Reliable Sanitation for ways to recycle them.

Bylaws and Long Range Plan: No report.

Col. Morrison Home: The contract for the shutters has been drawn up and will be delivered to Dugan Woodworking for signatures, and will then be returned to the Library to sign. Work will begin on the shutters after the contract is signed.

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

The Board was reminded to review the minutes from closed sessions on a regular basis. Vice-President, Vickie Gardner, will review the minutes and recommend to the full Board whether or not they should be opened.

The requirements for the annual Per Capita Grant have been posted on the Illinois State Library's website. The Board will begin completing these requirements at the Board meetings between August and November 2019.

The Board meeting schedule will come up for review in October. The Board is asked to give some thought to changing the meeting day to the fourth Monday of the month, rather than the current second Monday of the month.

Committee appointments will be reviewed in August, and finalized in September.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 12 August 2019 at 6:30 p.m. in the library. Ken Perkins made a motion, seconded by Judi Tomlinson to adjourn the meeting. Motion carried. Meeting adjourned at 7:00 p.m.