

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 14 OCTOBER 2019 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 14 October 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	P	Jared Nobbe	P
Kenneth Perkins	A	Judith Tomlinson	P	Rita Trantham	A

Others Present: Elaine Steingrubey, Library Director.

Vickie Gardner 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. Judi Tomlinson seconded the motion. Motion carried.

The Friends of the Library met on Wednesday 9 October 2019 in the library. The April Book Sale netted \$963.52. The next meeting is scheduled for Monday 4 November 2019 at 6:30 in the library.

### Committee Reports:

**Personnel Committee:** The Personnel Committee met on Thursday 10 October 2019 in the library. The committee was updated on the current library staff. The library is working short staffed due to upcoming retirements, resignations and position advancements. The committee reviewed the staffing needs of the library and recommends filling the 18-hour vacancy and maintaining the temporary worker through the end of FY 2019-2020 and creating the new position of a full-time Adult Services Coordinator. Jared Nobbe moved to create the position of Adult Services Coordinator. Vickie Gardner seconded the motion. Motion carried.

**Budget and Finance Committee:** The Budget and Finance Committee scheduled a meeting for Wednesday 23 October 2019 at 6:30, pending availability of all committee members, to discuss and recommend the Library's Levy Request for FY 2020-2021.

**Col. Morrison Committee:** The Col. Morrison Home Committee met on Thursday 26 September 2019 at 4:00 p.m. The meeting resulted in several recommendations regarding the home.

Vickie Gardner moved to contact Dugan Woodworking & Mill Work to continue to mill and install shutters on the remainder of Col. Morrison's home as funding permits, beginning with the windows on the west side of the home. Judi Tomlinson seconded the motion. Motion carried.

Jared Nobbe moved to purchase of a refrigerator/freezer to be installed in the new caterer's kitchen in the home, with the cost not to exceed \$700. Andy Mayer seconded the motion. Motion carried.

Judi Tomlinson moved to contact Harrisonville Telephone Company to install Internet access at Col. Morrison's home. Jared Nobbe seconded the motion. Motion carried.

Sharon Glessner had met with City Building Inspector, Nathan Krebel, regarding the accessibility of Col. Morrison's home. Sharon explained that Nathan stated the north entrance to Col. Morrison's home should have the following adjustments made to meet the City's ADA Code: Replace the door

with a door which has and ADA threshold, Install a handle with no latch, just a deadbolt, Install a ramp from the exterior door to the floor level of the building, Install an ADA threshold at the building level entrance. The project will also include replacement of the light fixtures in the hallway and installation of new ceiling tiles in that area. Phill Kelley volunteered to take the lead in getting estimates for the changes. Jared Nobbe made a motion to move forward with the steps to make the north entrance to Col. Morrison's home meet the City's ADA Code per Nathan Krebel's recommendations, with the cost not to exceed \$2,000. Andy Mayer seconded the motion. Motion carried.

Building and Grounds: No report  
Bylaws and Long Range Plan: No report  
District Library: No Report  
Ethics: No Report  
Public Relations and Marketing: No Report  
Technology: No Report

The Board reviewed *Serving Our Public*, Chapter 3, Personnel. While the Library meets the majority of the Personnel Checklist, there are some items on which the Library needs to improve. The Personnel Committee will be reviewing the Checklist in more depth to present recommendations to the full Board over the coming year.

The Board viewed the Illinois Digital Archives Website. They were shown a sample of what the Monroe County Gardner Survey Records will look like as they are posted to the website.

The Board decided to schedule a special meeting on Monday 28 October 2019 to review the construction bids and award a contract. They will also review for acceptance the Budget and Finance Committee's recommendation for the Library's FY 2020-2021 Levy Request. The meeting will begin at 6:30 p.m.

The Board discussed the proposed meeting scheduled for 2020. The Board is holding a special meeting on the fourth Monday in October and the regular November meeting is scheduled for a holiday. The suggestion was made to begin meeting on the fourth Monday in November, 2019, (25 November 2019) rather than wait until the 27 of January 2020 to begin meeting on the fourth Monday. The fourth Monday in May falls on the Memorial Day holiday in 2020. The Board suggested changing the May meeting to the third Monday in May (18 May 2020) to accommodate the holiday. Vickie Gardner moved to accept the amended 2020 Board Meeting Schedule. Judi Tomlinson seconded the motion. Motion carried.

The Public Library Association (PLA) Conference will be held from 25 – 29 February 2020 in Nashville, TN. This conference is specifically targeted toward public libraries and over the years MTL has benefited greatly from the information gathered at this conference. The Library Director requested that both the Director and Assistant Director be authorized to attend this conference. The cost for two people to attend would be approximately \$2038. Andy Mayer made a motion, seconded by Jared Nobbe to send two people to the 2020 PLA Conference 25 – 29 February 2020 in Nashville, TN. Motion carried.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 25 November 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 7:07 p.m.