

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 24 AUGUST 2020 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 24 August 2020 at 6:42 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

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

Others Present: Jamie Wratchford, Library Director.

Andy Mayer moved to approve the agenda. Phill Kelley seconded the motion. Motion carried.

There was no public comment.

Vickie Gardner made a motion, seconded by Phill Kelley, to approve the consent agenda including the minutes from the 27 July 2020 meeting, the August 2020 bills and the financial reports. Motion carried.

There was no report from the Friends of the Library.

Jamie Wratchford reviewed the Librarian's Report, including lengthened quarantine and disinfection processes put in place due to CoVid-19.

Committee Reports:

Personnel: No Report

Budget and Finance: No Report

Building and Grounds: Sharon Glessner contacted Mike Schneider for an updated timeline of work on the remodeling project. Mike reported to Sharon that Fitzgibbons Contracting should be continuing work soon. Mike suggested alternative fixes to the downspout and drainage issues on the building's east side including the installation of a rubber membrane under the metal plate. It is thought this may be the area contributing to the water infiltration issue to the large meeting room in the basement. Phill will discuss options further with Mike. C-Pros cleaned all of the gutters on the building, and Phill Kelley is exploring options for downspouts including contacting H&H Guttering for a quote for the front (Park Street) side and installing an extension on the west side to move water away from the foundation. KNC Construction patched two spots of roof damage on the Col. Morrison home, and plans to return to work on the roofline on the main building at the location where water is coming in near the elevator in the hallway. The addition of a speedbump to possibly deflect drainage in the parking lot from the alley was discussed, and Jim Hopkins will research options. Jamie will reach out to Greenview Lawncare regarding the library's expectations for lawncare and will also seek options for snow removal.

Bylaws and Long-Range Plan: No Report

Col. Morrison Home: No Report  
District Library: No Report  
Ethics: No Report  
Public Relations and Marketing: No Report  
Technology: No Report

Tuesday, 3 November 2020, has been declared 'Election Day,' an Illinois state holiday; However, the Illinois State Library has advised that each library board may decide whether or not to close. In light of this and given that each employee will be allowed the opportunity to vote, Jim Hopkins made a motion that the library shall remain open on 3 November 2020. The motion was seconded by Andy Mayer. Motion carried.

Jamie reviewed the Eagle Scout award project of Ethan Ellis. Ethan has been approved by BSA to build a permanent Story Walk for the community. The project has the financial support of the City of Waterloo, Mayor Tom Smith, the Optimists, the Lion's Club and several private donors. Ethan has met with Jamie several times to discuss specifics of the project such as materials, design and location. It was decided that metal structures will be more durable, and the library has funds to assist with cost if needed. Jamie will speak with Ethan further, and Phill Kelley will reach out to local vendors to see if the metal structures can be fabricated locally.

Jamie updated the Board on the library's plans for a library card drive. The school district will be contacted to offer the library's support for the upcoming school year in light of the pandemic and to ask that a flyer be sent home to students. Jamie reviewed the state of Illinois's Public Library Services Area Map and its Non-Resident Card service, which often leaves children living outside of the city limits of Waterloo without library service. The Cards for Kids Act will offer some assistance to families eligible under the USDA Income Guidelines by providing a free library card to qualified children, but public libraries are currently waiting for direction on how to administer the program. Information was provided on intergovernmental agreements, which may be considered in the future as a partnership between the library and the school district. Jamie will reach out to the school district to begin this conversation if the school district is interested.

The requirements for the FY 21 Per Capita Grant have not yet been posted on the Illinois State Library's website, but we have been advised by the state and by the Illinois Heartland Library System that requirements will include the review of *Serving Our Public 4.0: Standards for Illinois Public Libraries* in its entirety. To accomplish this task, the Board will review 2 to 3 chapters per month to complete all 13 chapters before 15 January 2021. Jamie emailed a PDF of the entire book to each trustee, and offered to print copies as needed. Jamie reviewed Chapters 1, 2 and 3 in depth, providing statistics and explanation to the Board on the topics of "Governance and Administration" and "Personnel." The checklists at each chapter's end were reviewed. Next month's review will include Chapters 4, 5 and 6.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 28 September 2020 at 6:30 p.m. in the library and via Zoom. Andy Mayer made a motion, seconded by Jim Hopkins to adjourn the meeting. Motion carried. Meeting adjourned at 7:57 p.m.