

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

26 OCTOBER 2020 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 26 October 2020 at 6:30 p.m. in the library. President, Sharon Glessner presided. Trustees present included:

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

Others Present: Jamie Wratchford, Library Director.

Vickie Gardner moved to approve the agenda. Andy Mayer seconded the motion. Motion passed.

There was no public comment.

Jim Hopkins moved to approve the consent agenda. Jared Nobbe seconded the motion. Motion carried.

There was no report from the Friends of the Library.

Jamie reviewed the Librarian's Report, including updates to MTL's pandemic response, grants, construction, and the Story Walk project.

Committee Reports:

Personnel: Jared briefed the board on the 8 October 2020 Personnel Committee meeting including discussion of IMRF's audit of the City of Waterloo, which included the library, for the years 2017-2019, and the need to fill a cataloging position due to Theresa Hahne's retirement. Jared also shared that Jamie had successfully completed her probationary period as Director.

Budget and Finance: No report

Building and Grounds: Jamie provided a construction update including progress made by Negwer on locks and other unfinished items. Bel-O installed the damper to the lower level exhaust on 23 October and also showed Jamie the location of the refrigeration shut-off valves, the fresh air intake and the lower level exhaust.

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

Sharon Glessner asked for questions and comments on the second reading of the revised Anti-Sexual Harassment Policy. Jamie will be conducting the state's mandated training with the staff on 10 November 2020, while the library is closed for staff development. Andy Mayer made a motion to adopt the new Anti-Sexual Harassment Policy as written. Jim Hopkins seconded the motion, and the motion carried.

The Board reviewed Chapters 7, 8 and 9 of *Serving Our Public 4.0-Standards for Illinois Public Libraries* to fulfill the FY 21 Per Capita Grant requirements. The final four chapters will be reviewed at the 23 November 2020 Board meeting.

The Board reviewed the 2021 Board Meeting Schedule Resolution and, as no questions were raised and all agreed the fourth Monday of each month worked well, Jared Nobbe made a motion to accept the resolution. Jim Hopkins seconded the motion. Motion carried.

Sharon Glessner stated that she believes the standing committees are functioning well as is, but asked anyone wanting to join or be removed from a committee to contact her directly via email or by phone.

Upon request, Jamie provided an update on e-payments. There has been much discussion of late on the IHLS Directors Listserv about this topic, along with feedback on various payment processors. Some libraries are using the state of Illinois's E-Pay service, and others JetPay or Square. Lazerware has been made aware we will be moving in this direction. The selection of a new web platform is also underway with an eye to accepting payments via the website.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 23 November 2020 at 6:30 p.m. in the library and via Zoom. Jim Hopkins made a motion, seconded by Jared Nobbe, to adjourn the meeting. Motion carried. Meeting adjourned at 7:20 p.m.