

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

28 JUNE 2021 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 28 June 2021 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	P	Andrew Mayer	P	Jared Nobbe	A
Kenneth Perkins	P	Judith Tomlinson	A	Rita Trantham	P

Others Present: Library Director, Jamie Wratchford

Sharon Glessner, President, announced that Jamie had made an addition to the meeting agenda as Jamie distributed copies of a Library Program Policy and a Library Display Policy to each trustee. Jim Hopkins moved to approve the agenda with the addition of a first reading of the Program and Display policies. Ken Perkins seconded the motion. Motion carried.

There was no public comment.

Sharon Glessner asked for any questions or comments on the Consent Agenda. Jim Hopkins asked Jamie to clarify the library's plans for involvement in upcoming community events including the Pumpkinfest. Vickie Gardner made a motion to approve the Consent Agenda, including the minutes and financial reports from the May 2021 meeting and the June 2021 bills. Phill Kelley seconded the motion. Motion carried.

There was no Friends of the Library report. However, Jamie did share that requests are numerous for the Friends to accept used book donations for their annual book sale and that volunteers have been sought to organize a book sale corner on the lower level.

Committee Reports:

Personnel: No report.

Budget and Finance: No report.

Building and Grounds: Jamie shared that the IMEA has approved the library's proposal for an energy-efficiency lighting project, and the City of Waterloo has committed a \$5,500 IMEA rebate toward the cost of the project. The IMEA states that this project will save the library over 38,500 kWh/year, which represents a savings of \$5,015/year on utility costs. After some discussion on bulbs and how quickly the cost of the project will be recouped, Ken Perkins made a motion to move forward on the full proposed lighting efficiency project, total cost of \$14,450 after the IMEA rebate to the library. Andy Mayer seconded the motion. Motion carried.

Jamie also explained that the library had been contacted by the City of Waterloo regarding property valuations for liability insurance. It was determined that the IMLRMA would conduct new building valuations of both library buildings in the near future due to remodeling. Trustees agreed that the value of the contents of both buildings should be increased immediately, from \$800K to \$1.2M for the main building's contents, and from \$6K to \$25K for the contents of the

Col. Morrison Home. Jamie was asked to conduct an inventory over the next year to determine a more accurate content figure.

Jim Hopkins asked if a bid had been obtained for removal of the diseased blue spruce tree in front of the library. Phill Kelley mentioned that a large limb had also come down from the maple in the front yard of the Col. Morrison Home. Jamie will obtain bids for removal of both trees.

Bylaws and Long-Range Plan: Jamie briefly reviewed proposed changes to the Library Card Policy, including the addition of the Cards for Kids and Disabled Veterans free non-resident card mandates from the state. Sharon asked for questions on the new Collection Development, Proctoring and Security Camera policies. Vickie Gardner made a motion to adopt all policies as written. Andy Mayer seconded the motion. Motion passed.

Jamie shared information on the new federal and state holiday, June 19th, or “Juneteenth National Independence Day.” As the holiday falls on a Sunday in 2022, the library board will revisit the library’s holidays in 2022 for the following year.

Col. Morrison Home: No report.

District Library: No report.

Ethics: No report.

Public Relations and Marketing: No report.

Technology: No report.

Jamie updated the Board on any changes to pandemic-related procedures. All patron holds are being handled with pre-pandemic procedures and curbside service is available only for those that wish to continue. The library continues to follow the state of Illinois’s guidance and the Governor’s executive orders regarding mask wearing. The library recommends those over the age of 2 and not fully vaccinated continue to properly wear a mask for the full duration of their visit to the library.

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 Sharon Glessner, President; Vickie Gardner, Vice-President and Andrew Mayer, Secretary-Treasurer. They have each served in these positions for 2 years, so are not eligible to repeat.

After Sharon Glessner explained the responsibilities of each position, she asked for volunteers or nominations. Andy Mayer volunteered to assume the role of Vice President. Vickie Gardner then nominated Andy Mayer for Vice President. Ken Perkins volunteered to serve as President for one-year. Rita Trantham then nominated Ken Perkins for the office of President. Phill Kelley volunteered to assume the office of Secretary-Treasurer. Vickie Gardner nominated Phill Kelley for the office of Secretary-Treasurer.

President, Sharon Glessner requested a motion to elect the nominative slate. Rita Trantham made that motion, seconded by Vickie Gardner, to elect the following slate of officers.

Kenneth Perkins, President
Andrew Mayer, Vice-President
Phillip Kelley, Secretary-Treasurer

Sharon Glessner thanked the new officers for volunteering their time, and everyone thanked Sharon, Vickie and Andy for their service during these recent difficult times due to the pandemic, construction, and many retirements.

Andy Mayer made the motion to adopt a new Corporate Resolution with the new slate of officers. Jim Hopkins seconded the motion. Motion carried.

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. Ken Perkins made a motion that for the year beginning 1 July 2021 and ending 30 June 2022, the Morrison-Talbott Library shall participate in the state of Illinois's 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 2021 and ending 30 June 2022 shall be \$99.50. Vickie Gardner seconded the motion. Motion carried.

Jamie reviewed newly drafted Library Program and Library Display policies, which both include proposal forms and procedures for those individuals wishing to present a program or share a display or exhibit at the library. Jamie asked the trustees to review both policies and share their input. Both policies will be on the 26 July 2021 meeting agenda for approval.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 26 July 2021 at 6:30 p.m. in the library. Ken Perkins made a motion, seconded by Phill Kelley, to adjourn the meeting. Motion carried. Meeting adjourned at 7:54 p.m.