

# MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

## 26 JULY 2021 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 26 July 2021 at 6:30 p.m. in the library. President, Ken Perkins presided. Trustees present included:

Vickie Gardner P  
Phillip Kelley P  
Kenneth Perkins P

Sharon Glessner P  
Andrew Mayer P  
Judith Tomlinson A

James Hopkins P  
Jared Nobbe P  
Rita Trantham A

Others Present: Jamie Wratchford, Library Director; Stephanie Toenjes, Youth Services Coordinator

Jim Hopkins moved to approve the agenda. Sharon Glessner 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 28 June 2021 meeting, July 2021 bills and June financial reports. Motion carried.

There was no report from the Friends of the Library.

Stephanie Toenjes, Youth Services Coordinator, provided an update of participants (358 adults, teens and children), hours read (3,750+) and prizes for the 2021 Summer Reading Program, "Reading Colors Your World." Stephanie also shared that library patrons have donated over 700 items to the House of Neighborly Service's summer lunch program.

Jamie Wratchford reviewed the Librarian's Report, highlighting grant opportunities through the American Rescue Plan Act. Jamie also invited all trustees to the 25<sup>th</sup> celebration of the Monroe County Genealogical Society on 19 August at 7pm at the library in the Dodge Meeting Room.

### Committee Reports:

Personnel: No Report

Budget and Finance: No Report

Building and Grounds: No Report

Bylaws and Long-Range Plan: A 2<sup>nd</sup> reading and discussion of new Library Program and Library Display policies included the suggestion to add definitive consequences to both policies should a third-party presenter not follow through with their approved program. Jamie will revise both policies to add a statement regarding the failure of a third-party presenter. Revised policies will be presented to the board on 19 August 2021. After some discussion, it was decided that the board should review the library's meeting room policy soon.

Col. Morrison Home: No Report

District Library: No Report

Ethics: No Report

Public Relations and Marketing: No Report

Technology: No Report

Jamie provided a brief update on the library's CoVid-19 response, stating that door signs have now been changed to state that, "Per CDC and state of Illinois guidance, masks are recommended for all persons not fully vaccinated." As the library has done from the onset of the pandemic, we will continue to follow Illinois Department of Public Health recommendations for mask wearing, social distancing and other mitigation measures.

Illinois Heartland Library System (IHLS) will offer their annual "IHLS Member Day" on Thursday, 18 November 2021, virtually from 10am-4pm this year. This virtual day provides a free professional development opportunity for the entire library staff as well as time before and after for a staff meeting. Jim Hopkins made a motion to close the library on 18 November 2021 to allow the staff a professional development day. Andy Mayer seconded the motion. Motion carried.

Jamie discussed the library's participation in the upcoming Waterloo Pumpkinfest, currently scheduled for Saturday, 9 October 2021 from 9am-4pm in downtown Waterloo. The library will host a children's game with prizes to include books, bookmarks and candy. We will also have a booth for outreach and hope to issue library cards on-site. To properly staff this important outreach opportunity, Jamie has asked that the library close for the day. After some discussion, Andy Mayer made a motion to close the library on 9 October 2021, to fully participate in the Pumpkinfest. Vickie Gardner seconded the motion. Motion carried.

In other concerns, an invoice was received from J&T Services, who provided moving services for the library before and after our recent remodeling project in 2020. The invoice, back-dated to 12 March 2021, for \$1,275, was received 26 July 2021, for services provided over a year ago. The library did not have a written contract for J&T's services. Jamie confirmed that J&T did provide moving services after the remodeling project and that an invoice had not been received prior to 26 July 2021. After some discussion, Phill Kelley made a motion to pay the invoice. Sharon Glessner seconded the motion. Motion passed.

To best represent the library, President Ken Perkins asked all trustees to attend the MCGS 25<sup>th</sup> anniversary celebration if possible. Finally, Ken reminded officers Andy Mayer and Phill Kelley to reach out to the library's financial institutions to sign new corporate resolutions effective 1 July 2021, with each institution as soon as possible.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 23 August 2021 at 6:30 p.m. in the library. Jim Hopkins made a motion, seconded by Phill Kelley, to adjourn the meeting. Motion carried. Meeting adjourned at 7:11 p.m.