

MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

28 NOVEMBER 2022 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 28 November 2022 at 6:32 p.m. in the library and via Zoom. Vice President Andy Mayer presided. Trustees present included:

Vickie Gardner P
Phillip Kelley A
Kenneth Perkins A

Sharon Glessner P
Andrew Mayer P
Connie Lutz P

James Hopkins P
Jared Nobbe P
Rita Trantham P

Others Present: Jamie Wratchford, Library Director

As there were no amendments, Jared Nobbe moved to approve the agenda. Sharon Glessner seconded the motion. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

There was no public comment.

Jamie stated that an omission had been discovered on the 12 November 2022 meeting minutes. The verbiage “Vickie Gardner seconded the motion” was omitted from the motion by Connie Lutz to purchase materials for the Col. Morrison gutter project from Waterloo Lumber Company. Connie Lutz made a motion, seconded by Vickie Gardner, to approve the consent agenda with the above addition to the 12 November 2022 meeting minutes. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

There was no report from the Friends of the Library.

In the Director’s Report, Jamie shared that work had begun 28 November 2022 on the Col. Morrison home’s gutter repairs by Fitzgibbons Contracting. Jamie also shared news that the fall clean up and gutter cleaning on the main building had been completed, and that the AARP has chosen to move their free tax prep services to the library in 2023. From February to April, volunteer tax preparers will provide free tax prep to any citizen four days per week in the library study room. Library staff will schedule the appointments.

In unfinished business, trustees reviewed amendments to the MTL Bylaws which revise the active Standing Committees. With no questions, Sharon Glessner made a motion, seconded by Jared Nobbe, to revise the standing committees as proposed. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

Next, trustees discussed options for accepting credit/debit card payments from patrons for various services and purposes. Jamie reviewed information obtained from her meeting with the Illinois State Treasurer’s Office on their CPI product, EPay. Options for accepting payments (online, in-house, and phone) were discussed as well as how to handle processor fees (absorb or pass on). Finally, card deposits were discussed (Illinois Funds or our own bank). Jamie demonstrated the public facing EPay portals of several local libraries, showing customization options. After some discussion, Connie Lutz

made a motion, seconded by Vickie Gardner, to move forward with EPay to offer card payment options to our patrons both online and in-house, passing processing fees on to the patrons and depositing those payments to our own bank account. It was mentioned that phone payments and the Illinois Funds account may be options in the future. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

In other new business, trustees discussed the Circulation Policy and the assessment of late fines on materials. The library temporarily halted late fines in March of 2020, first due to construction and then to the pandemic. As the pandemic carried on, late fines were never reinstated. After some discussion on the benefits of *not* assessing late fines and that charges for lost/damaged items will continue to be assessed, it was decided that late fines would be permanently eliminated, with the caveat that administration and board could assess late fines at their discretion on special materials such as costly telescopes, computer equipment and expensive kits. Said motion was made by Sharon Glessner and seconded by Jared Nobbe. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

In other concerns, Jamie reminded trustees that the library’s 2023 payment on the parking lot lease to Randy Rudloff is due December 1, 2022, in the amount of \$2400. Jamie will mail the payment to Randy, and will contact several tree services for quotes on removal of the Paulownia tree growing next to the carriage house. Trustees were reminded that the lot may need complete resurfacing within the next 5 years, as suggested by Moore Asphalt.

Jared Nobbe made a motion, seconded by Vickie Gardner, to move into Executive Session as per 5 ILCS 120/2(c)(1): consideration and action of the “appointment, employment, compensation, discipline, performance, or dismissal of a specific employee or legal counsel for the public body.” Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

At this time, Jamie Wratchford exited the meeting.

Entered into Executive Session at 7:27 p.m.

Adjourned Executive Session at 7:45 p.m.

Motion to resume regular meeting made by Jim Hopkins, seconded by Rita Trantham. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

Motion to move forward as discussed in Executive Session made by Sharon Glessner and seconded by Jared Nobbe. Motion carried with Gardner, Glessner, Mayer, Lutz, Hopkins, Nobbe and Trantham voting “aye.”

Jamie Wratchford rejoined the meeting after the close of the Executive Session.

Finally, Jim Hopkins briefly discussed the City of Waterloo’s Beautification Grant and informed trustees that he would obtain an application on behalf of the library.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 23 January 2023 at 6:30 p.m. in the library. Trustees do not meet in the month of December. With no further business to conduct, meeting adjourned at 7:49 p.m.