MORRISON-TALBOTT LIBRARY BOARD OF TRUSTEES

23 October 2023 MINUTES

The Morrison-Talbott Library Board of Trustees met on Monday, 23 October 2023 at 6:30 p.m. in the library. President Andy Mayer presided. Trustees present included:

Tina Charron P Sharon Glessner P Amy Grandcolas P

Phillip Kelley A Connie Lutz P Andrew Mayer P

Katie Osterhage P Kenneth Perkins A Rita Trantham A

Others Present: Jamie Wratchford, Library Director

Amy Grandcolas made a motion to approve the meeting agenda. Motion seconded by Sharon Glessner. Motion carried.

There was no public comment.

With no questions, Sharon Glessner made a motion, seconded by Connie Lutz, to approve the consent agenda. Motion carried.

Jamie reported that the Friends of MTL have continued to sell book sale items by appointment only. They will be asked to set dates for future sales and to set a meeting date for recruitment.

Jamie reviewed items from her Librarian’s report. Outreach efforts have been successful this fall, and our first attempt to issue library cards at Pumpkinfest was a great success.

In new business, trustees discussed a snow removal proposal from Linnemann, which kept prices the same as the prior 2022 season. Tina will check with the City of Waterloo to see if snow removal for the library is an option. If assistance from the City is not possible, Jamie will finalize contract with Linnemann for the 2023 season.

Andy Mayer presented a first reading of an Emergency Succession Plan (policy 3-90). Trustees suggested revisions, which will be reviewed at the November meeting.

Jamie reviewed proposed changes to the Employee Handbook, including a new policy on nepotism, a revision to the holiday policy, specifically July 4th, and revisions to the library’s paid time off policy due to the Paid Leave for All Workers Act in Illinois, which becomes effective 1 January 2024. After some discussion, trustees suggested revisions, which will be reviewed at the November meeting.

Jamie reviewed the levy process and the library’s FY 24-25 levy request. Trustees discussed the impact of the new Paid Leave act on the personnel budget as well as the impact of the additional increase to minimum wage required by Illinois law on 1 January in 2024 and 2025. Jamie will increase the library’s request per the board’s instruction and submit the library’s levy request to the City of Waterloo.

In other concerns, trustees reviewed and discussed Chapters 5-8 of *Serving Our Public 4.0: Standards for Illinois Public Libraries.* Additional chapters will be reviewed during the November meeting.

Jamie updated trustees on work to the mechanical system, including a PM by Rock Hill Mechanical performed on 9 October 2023. Rock Hill’s technician reported to Jamie that he searched for and discovered the OAP unit, which appears to be non-functioning. It is missing a sensor, has disconnected wires and is not linked to the main control pad or iTouch panel. This unit was installed by Bel-O during the remodel in 2020, as it was decided the cost to install this outdoor air exchanger was similar to the originally-planned installation of several exhaust fans. After some discussion, trustees instructed Jamie to reach out to both Quadrant Designs and Fitzgibbons to determine the next course of action. Rock Hill has offered to return to take photos, etc. if we desire.

The library has been approached by various parties to offer ESL classes for non-English speaking individuals in our community. The library would host the classes and also offer library cards to allow access to our e-resource, Mango, which has an ESL component. Trustees discussed a modification to the library card policy to allow temporary access to Mango. MTL staff will collaborate with the school district and ROE to move this program forward.

The next Morrison-Talbott Library Board of Trustees regular meeting is scheduled for Monday, 27 November 2023 at 6:30 p.m. in the library. With no further business to conduct, Connie Lutz made a motion, seconded by Amy Grandcolas, to adjourn the meeting. Motion passed. Meeting adjourned at 8:30 p.m.