Marengo-Union Library District Board Meeting

Date: August 25, 2020

Time: 7:30 p.m.

Location: Marengo-Union Library, 19714 E. Grant Highway, Marengo, IL

Call to order

The meeting was called to order by Jay Filler at 7:33 PM.

Roll Call

Present: Jay Filler, Dave Martin, Desiree Sierens, & Paul Garcia

Virtually Present: Judi Alden

Absent: Cynthia Schenk & Tom Schermerhorn

Staff Present: Sondra Terry

Staff Virtually Present: Kailey Sachs

Public Present: None

Additional Agenda Items

None.

Approval of Minutes

A motion was made to approve the July 28, 2020 meeting minutes.

Moved by Dave, 2nd by Desiree

Yes: Unanimous

Public Forum

None.

Financial Report

A motion was made to approve the financial report.

Discussion: None

Moved by Dave, 2nd by Desiree

Yes: Unanimous
Vendor’s list and new Vendors

A motion was made to approve the Vendor’s List and new Vendor, Malta Township Public Library.

Discussion: Malta Public Library got together with a bunch of other libraries and are working with a product called Brain Fuse, which is an online tutoring program for kids and adults. They are working with the group of libraries as a mini consortium and we will pay Malta for our portion of the cost. We are getting it for $1,450.00 for the year. *(Board does not need to approve because it is under $2,000.00.)*

*Moved by Desiree, 2nd by Paul*

*Yes: Unanimous.*

Communications

Old Office Chair Disposal

A motion was made to dispose of the old, unused office chair.

*Moved by Desiree, 2nd by Paul*

*Yes: Unanimous*

Director’s Report

Carmichael Construction: Follow up at Board Meeting regarding previous discussions with Kevin (previous director).

*Discussion: There was not a lot of discussion previously, they are just old and in need of replacement. Jay will talk to Jim at Carmichael. We will wait until things slow down.*

2020-2021 Budget

*Discussion: Apologies – error on previous budget regarding budget and appropriations, the formulas in the spreadsheet had left out the expenses for the Micelli building. The expenses increased by $13,000, so had to do some reducing of other lines to make everything balance out. There were three lines that were reduced: 4612 - Consulting Fees reduced to $1000 from $2000, reduced Repairs by $15,000 to $40,000, Computer hardware reduced by $2000 (which will still allow us to replace 6 out of 11 of the public computers).*

Five-Year minimum wage projection

*Discussion: averages about $25,000 per year increase for all Personnel. Not a huge difference between $1.00 per year increase and the 10% increase, staff benefit more individually from 10% increase.*
Library Stats/Labor Day

Discussion: In-Library traffic/usage is increasing. Typically open on Sundays after Labor Day, but that is not being advised at this time. The Board questioned adding one day of evening hours, but this has not been asked for by Patrons and we have extended our hours from 4pm to 6pm and it significantly slows down after 5pm. The Board would like to compare traffic numbers from last year to this year.

COVID-19 procedures, virtual programming, and craft kits are all being received well by Patrons. Jacob is still doing online gaming programs. The Board would like the Libby/Overdrive apps to be promoted more heavily.

Standing Committee Reports

None.

Old and New Business

Vote to hire auditor for 2019-2020 Audit

Discussion: Jay sent letter to Brown, sent another 8.25.2020 – no response. Board believes that we need to do an Audit for 2019-2020; Brown has been working on 2018-2019 and it is still incomplete. The Board will be sending a letter to Brown to get our documents back so we can go with another company for the Audit.

A motion was made to approve two years of $3,500.00 per year for the report to the Illinois Comptroller.

Moved by Desiree, 2nd by Paul

Yes: Unanimous

Budget Discussion

Discussion: Polaris vs. PrairieCat - Polaris is sending a quote, approximately $15,000. A full description and comparison of the two will be provided once we receive the Polaris Quote. Budget can still be amended at next month’s meeting.

FY2019-2020 Secretary’s Audit of Minutes

A motion was made to approve the FY2019-2020 Secretary’s Audit of Minutes.

Discussion: Audit basically states that all minutes throughout the year were approved and there were no changes or discrepancies. Paul must sign off on it.

Moved by Dave, 2nd by Desiree

Yes: Unanimous
Adjournment

The meeting was adjourned by Jay Filler at 8:02 p.m.

Respectfully submitted,

Kailey Sachs
Administrative Assistant