Marengo-Union Library District Board Meeting

Date: September 22, 2020
Time: 7:30 p.m.  

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

In-Person with Virtual Option
Due to Covid-19

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, & Tom Schermerhorn  
Virtually Present:  Judi Alden
Absent:  Cynthia Schenk
Staff Present:  Sondra Terry & Kailey Sachs
Public Present:  None

Additional Agenda Items
None.

Approval of Minutes
A motion was made to approve the August 25, 2020 meeting minutes.
   Moved by Judi, 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 Tom
   Yes: Unanimous
Vendor’s list and new Vendors

A motion was made to approve the New Vendors and Vendors List.

Discussion: Andertoons is a cartoonist that is doing classes via Zoom, so he is doing a Halloween special this month. Rainbow Printing is the vendor we used for the new Library Cards with key fobs (for keychains).

Moved by Desiree, 2nd by Paul
Yes: Unanimous

Communications

Jim Carmichael Construction

Quote for new windows across the front and left side of the building (Meeting Room, Offices, Story Time Room). They are the same windows as the Middle School. The quote is for $38,000.00 so we have to post for bids.

Marengo Downtown TIF Board Meeting

First Meeting is October 13, 2020 at 2:00 PM. The Board would like Sondra to go so that she can introduce herself.

Director’s Report

New Library Cards

Received from Rainbow Printing with Key Fobs for keychains.

Health Insurance

LIMRICC switched from Blue Cross Blue Shield (BCBS) to Aetna. If we chose to stay on BCBS, the cost was going to go up by 14%. Jacki, Carol, & Sondra would like to stay on the PPO plan, which is the only plan we are approved for. Jacob has expressed interest in the HMO plan and Sondra would like to offer this option to him. The plan is actually $20.00 less than the PPO.

A motion was made to accept the New Plan to include the option of HMO.

Moved by Desiree, 2nd by Paul
Yes: Unanimous

Maintenance

Issues with the thermostats – Jensen’s has been fixing issues with electrical shorts. There was no power to the thermostats at all, they think a mouse may have chewed through the wiring. The thermostats have been replaced.
Programs

We've had a great response to the Virtual Programming and the Kits that accompany many of them. Currently, Book Clubs are the only in-person program being held as we can socially distance outside in the garden; attendance numbers are small, approximately 3 per group.

Upcoming Programs this month include:
- Virtual Escape Room with a Dracula theme
- Andertoons Zoom Cartoon Class
- Halloween Book Walk

Donations

We are no longer accepting book donations, as people were dumping all of their used books here as it seems many people are cleaning house and many thrift stores have stopped accepting donations. Because of space restrictions, we have put a hold on this service. We are working with Baker & Taylor's (B&T) Sustainable Book Program to make room for more donations. We will resume accepting donations once we make room. We will resume the book sales once we begin accepting money again. The Board would like to go through the entire book store room as well to send into the B&T program.

The Board would like to look into other ideas for selling such as posting books for sale via social media or by doing surprise or mystery book bags.

The Board would also like something posted on the website regarding no further donations.

Traffic

Patron traffic is down, however if divided by the number of hours, we are still at the same average. Curbside is very popular but more people are beginning to come in to use computers and other services. Continuing to offer Homebound service. The Board suggested reaching out to the clergy, Indian Trails (retirement community), or others to offer Homebound service.

Standing Committee Reports

None.
Old and New Business

2020-2021 Budget and Budget & Appropriations Ordinance Vote

This vote is contingent on the Public Notice actually being published. The Board did not recall seeing it in the Northwest Herald.

A motion was made to approve the 2020-2021 Budget and Budget & Appropriations Ordinance.

Moved by Dave, 2nd by Tom.

Yes: Unanimous

COVID-19 Personnel Procedures

A motion was made to approve the COVID-19 Personnel Procedures.

Moved by Dave, 2nd by Judi

Yes: Unanimous

Discussion regarding Truth in Taxation Resolution

We were $167,168,000.00 under budget last fiscal year. Among the biggest areas where money was saved were in the following categories: Adult Non-Fiction, Multilingual, Non-Print materials, Miscellaneous contractual services, Utilities, and Capital Purchases. Because of the COVID closure, we based the Budget numbers based on the previous year’s budget, not on our actual spending. We are no longer ordering music CDs and are concerned about eventually losing ACDS because many people download Audiobooks.

The question was posed: Do we want to capture an increase based on cost of living? Or do we want to leave it the same. Jay, Judi, Dave & Tom feel they will be for capturing the increase. Desiree and Paul feel they want to leave it the same. The Board acknowledges that it will be a difficult year financially for the community because of the COVID-19 pandemic, but also discussed the aging building/maintenance, minimum wage increase, etc. This is not an official vote.

Jay or Sondra will prepare a Truth in Taxation Resolution for a 4% increase.

Adjournment

The meeting was adjourned by Jay Filler at 8:04 p.m.

Respectfully submitted,

Kailey Sachs
Administrative Assistant