Marengo-Union Library District Board Meeting

Date: November 11, 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 Dave Martin at 7:34 PM.

Roll Call
Present In Person: Dave Martin, & Paul Garcia, & Tom Schermerhorn
Virtually Present: Jay Filler, Cynthia Schenk, & Desiree Sierens
Absent: Judi Alden
Staff Present: Sondra Terry & Kailey Sachs

Additional Agenda Items
None.

Approval of Minutes
A motion was made to approve the October 27, 2020 minutes & the October 27, 2020 Budget & Appropriation Ordinance Hearing minutes.

Moved by Jay, 2nd by Tom
Yes: Paul, Dave, Desiree, Tom, & Jay
N/A: Cynthia (Audio not working)

Public Forum
None.

Financial Report
We are at 26% of our budget used, out of the 33% allowed at this point in the fiscal year.
A motion was made to approve the Financial Report.

Moved by Jay, 2nd by Desiree
Vendor's list and new Vendors
A motion was made to approve the Vendors List. There are no new vendors.

Moved by Jay, 2nd by Dave

Yes: Paul, Dave, Desiree, Tom, & Jay
N/A: Cynthia (Audio not working)

Communications
None.

Director's Report
COVID
The Library will remain open as we have been during the Pandemic. Should we close, we will go to curbside only.

Grant
MULD was awarded a PPE grant for $493.00 (out of a maximum $500.00) to help cover the costs of gloves for employees.

Minimum Wage
All staff, with the exception of Sondra (Director), will receive an 8% increase January 1, 2021.

Discussion: This was budgeted for and approved in the budget. Cynthia posed the question of when was the 8% increase approved for non-minimum wage employees.

Conclusion: The Board would like to put a vote on the 8% increase for only non-minimum wage employees on the Agenda for the next Board Meeting.

Maintenance
The blower motor on the roof furnace is working but in very poor condition. A replacement is on backorder until mid-December. The cost with installation is estimated to be $2,800.00. The issue is RTU power surges and issues with the three phase system but there is a difference in opinion as to where the issue lies: Jensen's & Ridgeview Electric both agree that it is a ComEd issue, but ComEd will not do anything until the transformers completely fail. Ridgeview has provided a proposal for a metering device (approximately $2,500.00), which would be helpful if we ever needed to prove to ComEd that the issue is on their end. The surges have been an issue since we moved into the building.
Friend's Book Sale Room

Reopened to patrons. Money will be deposited into a locked box at the circulation desk. Hand Sanitizer has been placed outside for use by patrons before entering.

Standing Committee Reports

Finance: Update on Audit

Juan (Accountant) and Dave met with the new auditors at Eder, Casella, & Co. and cleared up any questions they had. They should be good to finish the 2019 Audit after the holiday.

Also stopped at Brown (the previous Audit company) and requested the depreciation schedule, which was received the next day.

Old and New Business

Vote to approve the Truth in Taxation Resolution and the Tax Levy Ordinance

Note: Last month the Board voted on raising the levy. This month we are voting on approving the prepared documents that are being signed and submitted. There have been no changes to the documents since last month.

Jay believes that his estimate of $10.00 per household was actually an overestimate. The increase will be about $1.00 per household. The Board discussed what a levy increase is supposed to be based on: growing population, inflation, and new construction. The increase is limited to inflation and 5%, whichever is lower.

A motion was made to approve the Truth in Taxation Resolution and the Tax Levy Ordinance.

Moved by Jay, 2nd by Desiree

Yes: Jay, Desiree, Tom, Paul, & Dave

No: Cynthia

Hanging Display Purchase

The Per Capita Grant would be applied to this purchase. We would like to purchase a new Hanging Display in order to circulate our puppets. This location would be in the Children’s area. We are not currently circulating them because of COVID, but we plan to as soon as possible. If we cannot circulate them within a reasonable time frame, we would like to use this for Library of Things items. This location would be near the Fiction Books.
A motion was made to approve the purchase of the Hanging Display.

\textit{Moved by Jay, 2\textsuperscript{nd} by Desiree}

\textit{Yes: Unanimous}

\textbf{Discussion of Library Services during COVID}

The Board agrees with the Director, that the Library will stay open unless we have an employee positive for COVID or we have a shortage of PPE supplies (namely, gloves) for employees. Smaller local libraries, where employees have separate offices and patrons are able to socially distance, are remaining open; examples include Harvard and Johnsburg. The Library remaining open also follows the trend of local schools, including Marengo.

Dave shared concerns about continuing to pay employees if they are not working during a mandated shut down. Sondra believes that we have plenty of projects so that staff could continue to work if we were mandated to shut down again.

\textbf{Vote to Approve Switch from Follett to PrairieCat}

The biggest question was whether or not this was budgeted for. The answer is YES. We budgeted for this switch the last two years. The switch to PrairieCat was also posed to the Board a few times over the past 10 years. Previously, the transition process was not streamlined, but is now greatly improved, even including an app for easy patron access to their accounts, more easily browse the catalog, and place holds. There is also benefits for authorization that would allow for e-commerce and to do long-awaited e-learning programs. Making the switch to PrairieCat is long overdue and we are losing patrons to other libraries that do have it.

The Board questioned the drastic changes in their proposals. Sondra explained that the proposals are based on patron use. Since no one had purged the system of inactive patrons, the proposal was based on approximately 10,000 patrons. After purging inactive patrons, the proposal was changed to reflect approximately 3,000 active patrons.

Sondra also explained that part of the Per Capita grant can be applied to help cover the yearly costs of PrairieCat.

The Board wanted to know how long we could get by using Follett. Sondra explained that we could “get by” but we will lose patrons. Patrons who travel out of town do not have easy access to our library and those who work out of town can easily stop at the local libraries that do have better search engines. Often times patrons leave thinking we do not have the items they want because the Follett search engine is so poor.

Cynthia would like copies of all proposals.

\textit{Moved by Desiree, 2\textsuperscript{nd} by Jay}

\textit{Yes: Unanimous}
Additional Comments from the Treasurer

Dave has concerns regarding the budget because there were Board Members that voted “NO” to increasing the levy. He feels that those members should consider that the increases will have to happen in the future to cover the yearly cost of PrairieCat and that there are other future building improvement projects and possible financial issues to consider. One example is that the Board may at some point need to consider approving rent forgiveness for Micelli Drapery (they are in hospitality, which is not doing well during COVID) and we should not be surprised by that possibility. His point being that if the Library were to lose that income that we would have to make it up somehow. The Board wanted to know if they are already behind in rent payments. Dave believes they are behind approximately $12,000.00, which occurred when they first moved in. Other members believed the number to be closer to $30,000.00.

The Board would like to review at the next meeting the amount Micelli pays monthly and the amount they are behind.

Adjournment

The meeting was adjourned by Dave Martin at 8:15 p.m.

Respectfully submitted,

Kailey Sachs
Administrative Assistant