Marengo-Union Library District Board Meeting

Date: January 26, 2021  
In-Person with Virtual Option  
Due to Covid-19

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 7:32 PM

Roll Call

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

Absent: Cynthia Schenk

Additional Agenda Items

Discussion under Building Standing Committee Reports regarding Architect proposals for front of building.

Approval of Minutes

A motion was made to approve the November 24, 2020 Board Meeting Minutes and the December 15, 2020 Special Board Meeting Minutes.

(Jay Abstains from Dec. 15 vote, as he was absent from that meeting.)

Moved by Dave, 2nd by Tom

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

Public Forum

None.

Financial Report

We are at 41% of our budget used, out of the 50% allowed at this point in the fiscal year.
A motion was made to approve the Financial Report.
   Moved by Desiree, 2nd by Dave
   Yes: Tom, Dave, Jay, Desiree, Judi, & Paul

**Vendor's list and new Vendors**
A motion was made to approve the Vendors List. There are no new vendors.
   Moved by Judi, 2nd by Jay
   Yes: Desiree, Paul, Judi, Tom, Dave, & Jay

**Communications**
None.

**Standing Committee Reports**

**Building: Discussion on Architect's Drawings**
The Board did not feel they wanted to go in the direction of the architects drawings at this time. The Board prefers window/sidewalk awnings (to cover people from weather), but not a covered drive-way. They suggested that the Library Staff propose an idea to the Board for the front exterior/entrance to the library. The Board would also like to look into multiple options for awning materials.

The Board suggested replacing the windows first and then doing the awnings the following year. Sondra suggested fixing the parking lot issues (potholes and flooding) or converting the interior library double doors into automatic handicap doors. Sondra explained that the Library covered the cost for repair of potholes last year for the entrance shared with Joe’s Place and they are again needing to be filled. The Board agreed that the Library should look into repairing the parking lot, including getting estimates for a concrete parking lot.

The Board will proceed with window replacement bids for this year, then look into quotes for awnings and repairing the parking lot issues.

**Old and New Business**

**Approve payment of invoice for purchase of HVAC blower motor**
Sondra apologized because she was given the impression that the motor was totally broken and also assumed that Jensen’s would contact her before installing, but they did not. She also wanted to clarify that at past meetings they were working under the
assumption that her spending limit was $1,500.00 before board approval, but the her limit is actually $2,500.00 according to the policy manual.

A motion was made to approve the payment of invoice for purchase of HVAC blower motor.

    Moved by Dave, 2nd by Tom
    Yes: Dave, Tom, Desiree, Paul, Judi, & Jay

Vote to Approve Annual Report

A motion was made to Approve the Annual Report.

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

ILA Book Discussion: “Servicing our Public” Chapters 1 - 6 (Lead by Sondra)

Chapter 1:

- No discussion/concerns. Library is in compliance.

Chapter 2:

- Areas of improvement:
  - Inform Trustees of Continuing Education for Trustees
  - In process of updating by Sondra
    - Orientation Program for New Board Trustees
    - MULD Americans with Disabilities Act policy.
  - Offering membership to Illinois Library Association for Board Members
  - Interest Surveys of Patrons
  - Written succession plan for Library Staff

Chapter 3: Personnel

- Areas of improvement:
  - Update to Salary Schedule, especially with new increase in minimum wage
  - New Employee Orientation & Safety/Emergency Procedure Training for New & Existing Employees
  - Performance Evaluations – Sondra would like to start Employee Reviews in October, in order to get Board Approval for raises to occur in January.
  - Update Job Descriptions

**Side note: Jay would like to create a checklist of yearly tasks so that the Board can review and/or update at each meeting.

Chapter 4: Access

- Library is in compliance, but there are a few things that could be improved:
  - Staff would like better interior signage ("Fiction," "Non-Fiction," "Young Adult," etc.)
o Interior doors – convert to automatic/handicap doors
  • Board suggests removing doors completely before converting

Chapter 5: Building

- Library is in compliance.
- Currently contracts for HVAC maintenance and carpet cleaning once per year.
- Concern regarding gutters.
  o Board suggests calling Jude Schmidt for a commercial recommendation for repair/maintenance and Creesey’s for a quote.

Chapter 6: Safety

- Library is in compliance but Sondra would like to make a Weekly/Monthly/Yearly Safety & Compliance Checklist and update the current Safety Procedures.

Director’s Report

Maintenance

Requesting approval of paying the Jensen's bill of $2,888.71.

Grants

In process of preparing both PrairieCat and Per Capita Grants.

Policy Review

Sondra will begin reviewing the Policy Manual in February. The Board believes that Policy updates have not happened in a number of years. Sondra would like to meet with the Policy Committee to review and discuss; the Board suggested doing so in May.

Statistics

As requested by Dave, Sondra presented statistics from 2018 comparing similar sized libraries and their employee compensation budgets. For this fiscal year, MULD is only at about 40% for employee compensation for the year, possibly due to COVID shutdown, but most likely because we are slightly understaffed.

Library Programming

Virtual & Hybrid Programming is still doing well.

February Programs: Mardi-Gras (Youth) and Love-A-Book (All Ages)

Staff Thank You

Sondra presented a Thank You from the Staff for their 8% pay increase.
Jay wanted clarification from Sondra as to why she did not ask to be included in the raise. Sondra had requested an extra week of vacation instead; she will be up for review by the Board in May so the Board will discuss at that time.

*All Committees will meet in May.*

**Adjournment**

The meeting was adjourned by Jay Filler at 8:10 p.m.

Respectfully submitted,

Kailey Sachs  
Administrative Assistant