



## **Marengo-Union Library District Board Meeting**

Date: February 25, 2025

Time: 7:30pm

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

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### **Call to Order**

The meeting was called to order by Jay Filler at 7:31pm

### **Roll Call**

Trustees Present:	Desiree Sierens (Zoom), Tom Schermerhorn, Paul Garcia, Shari Kagan, David Martin, Jay Filler, Judi Alden
Trustees Absent:	
Staff Present:	Sondra Terry
Public Present:	Jacki Einoris

### **Additional Agenda Items**

None

### **Approval of Minutes**

**A motion was made to approve the January 28, 2025 Board Meeting Minutes.**

Moved by Judi, 2<sup>nd</sup> by Shari

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn,  
Jay Filler, Judi Alden

### **Public Forum**

Kailey Sachs and Laura Sankowski were present. No comments made.

### **Financial Report**

**A motion was made to approve the Financial Report.**

Moved by Dave, 2<sup>nd</sup> by Tom

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn,  
Jay Filler, Judi Alden

**Vendor's list and New Vendors**

**A motion was made to approve the Vendor's Report**

Moved by Judi, 2<sup>nd</sup> by Desiree

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn,  
Jay Filler, Judi Alden

**Communications**

None

**Library Director's Report**

The Director reported on recent Library Clerk hires, the acquisition of new picture book shelving for the youth area, and the possible need for a full audit for this fiscal year.

**Standing Committees**

**Building Committee**

The Director has scheduled a Building Committee meeting for Thursday February 27<sup>th</sup>.

**Personnel Committee**

Paul, a board member, requested clarification on a few issues.

- The removal by the Director of a Facebook post acknowledging program donations from Red Robin.

The director removed the post temporarily to review procedures regarding donor recognition with the Adult Services Librarian.

- The implementation of a Person-In-Charge (PIC).

The director explained that prior to the hiring of two new full-time employees, normal scheduling had provided extra nighttime coverage by a full-time staff member. There was no official name for this responsibility during that time. Going forward, updates to policies and job descriptions led to formal descriptions of Person-In-Charge duties and designees. With this policy, an attempt is made to arrange coverage according to existing schedules as much as possible.

*Paul left the meeting for approximately 2 minutes.*

### **Policy Committee:**

The Policy Committee presented the Employee Handbook and General Policy Manual with updates made by Board committee members Desiree and Judi. Desiree shared highlights of changes made with the board.

### **Old and New Business**

The board discussed whether to approve the updated Handbook and Manual. Jay, Board President, suggested that Library staff should have the opportunity to review and submit feedback on both items. A timeline was established to allow staff the opportunity to provide such feedback, and a policy meeting was scheduled to review staff input. Approval of the policies will be tabled for the March meeting.

### **A motion was made to approve the 2023-2024 audit report submitted by Eccezion.**

Moved by Dave, 2<sup>nd</sup> by Shari

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn,

Jay Filler, Judi Alden

**A motion was made to approve the annual Statement of Cash Receipts.**

Moved by Jay 2<sup>nd</sup> by Shari

Yes: Shari Kagan, Jay Filler, David Martin, Paul Garcia, Desiree Sierens, Tom Schermerhorn, Judi Alden

**A motion was made to approve the purchase of new PCs for use in the computer lab.**

Current PCs are outdated, as they are original to the building and can no longer be modified for better performance. Programming team members are planning innovative programs to be utilized in the lab using the updated PCs.

Moved by Dave, 2<sup>nd</sup> by Judi

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn, Jay Filler, Judi Alden

**A motion was made to approve disposal of excess Library furniture.**

The current magazine display rack is over 20 years old. Print magazine circulation has decreased, and the space could be better utilized. The Director would like to dispose of the current shelving unit and provide updated and more appealing storage options for the current collection. Patron Services Manager, Kailey, had suggested moving the Library of Things collection closer to the front of the Library. Removal of the magazine rack would facilitate implementation of this idea.

Moved by Judi, 2<sup>nd</sup> by Dave

Yes: Shari Kagan, David Martin, Paul Garcia, Tom Schermerhorn, Jay Filler, Judi Alden

**Friends of the Library News**

Paul, Board President of the Friends' of the Library, informed the Trustees that the group had received a generous donation from the family of a past Friends' member. The Friends' group have used part of that donation to create a scholarship fund for local high school students. This will be the first year offering the scholarship.

Paul also wanted to ensure that the cleaning company understood that the back part of the Book Sale room should be cleaned.

The Friends' approved funds to help support the purchase of Beanstack for the first year. This program is used to keep track of special program statistics and provide reading incentives.

**Adjournment**

The meeting was adjourned by Jay Filler at 8:14 pm

Respectfully submitted,

Sondra Terry: Library Director