

**MASCOUTAH PUBLIC LIBRARY**  
**MEETING OF THE BOARD OF TRUSTEES**  
**August 29, 2017**

The Trustees of the Mascoutah Public Library held its regular meeting at the library on August 29, 2017 at 7:00 p.m.

Trustees present and constituting a quorum were Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm and Merly Friedland; absent were Suzy Friederich, Anne Schorr and Jordan Kneschke. Also present were incoming Board Member, Kay Connolly, who was given a warm welcome, and Library Director Marian Albers.

President Nancy Larson presided and Merly Friedland recorded the minutes.

President Nancy Larson administered the Oath of Office on the re-appointed library trustee, Wayne Wilhelm.

There were no additions to the agenda. No public comments were heard or submitted.

The minutes of the last board meeting held on May 16, 2017 were approved as written.

**Financial Report:** Frank presented the Balance Sheet as of July 31, 2017, the statements of income and expenses for the months of May, June & July, 2017 and the year-to-date period from May 1, 2017 to July 31, 2017. Frank was pleased to report that we have taken in \$154,319 in property tax monies, representing 50.63% of budget. We expect to receive more significant amounts next month or soon after St. Clair County has collected the second and final installment on property taxes. The flow of income has been very favorable, with year-to date total of \$178,070 or 47.3% of total income budget of \$376,417.

Frank stated that, after the first 3 months of this fiscal year, operating expenses that are incurred regularly every month should be at 25% of budget. These operating expenses are generally in line with the budget, with few notable exceptions of sizable expenditures on Telecommunications, Polaris, OCLC, Building Maintenance and Summer Programs. Marian gave details of these exceptions and pointed out special and uncommon situations relevant thereto such as the purchase of a new fax machine, full payment of Polaris, and opportunistic purchases of Summer Reading materials from ILA at exceptionally low prices.. Overall, total year-to-date expense of \$95,327 is in line with total budgeted expense of \$376,417 at 25.3%

*Upon a motion by Wayne, seconded by Roger, the Board unanimously approved the above financial statements and ordered that the same be filed for audit.*

**Committee Reports:** None

**Director's Report:** Please refer to the Director's detailed written report for the August, 2017 Board Meeting covering library operations and activities in May, June & July, 2017 and the Comparative Library Circulation Report for May/June/July, 2016 and May/June/July, 2017.

**Director's Report - continued:**

The Director brought up two matters for discussion, and appropriate action by the Board.

Marian recommended the adoption of library policies regarding Travel Expenses and Freedom of Information Act and presented the related form and content of documents for approval. After discussion and review of documents, the Board unanimously approved these actions:

1. *Upon a motion by Frank, seconded by Wayne, the Board unanimously approved Resolution No. 2017-8, adopting a Travel Reimbursement Policy in accordance with the Local Government Travel Expense Control Act, in the form and content, as presented by the Director.*
2. *Upon a motion by Wayne, seconded by Roger, the Board unanimously approved the Freedom of Information Act (FOIA) Policy, in the form and content, as presented by the Director.*

Marian then gave a reminder for the newly re-appointed trustees (Suzy, Jordan & Wayne) and the new trustee (Kay) to file online with the State, in compliance with the Open Meetings Act.

**Old Business:** None

**New Business:** 1) Congratulations to our Director, Marian, on receiving a Certificate of Appreciation from the Office of Illinois Secretary of State, in appreciation of outstanding leadership to the Illinois library community and service as a member of the Illinois State Library Advisory Committee. PROUD OF YOU !!!

2) With best wishes, sincere thanks and appreciation for her valuable service as Library Trustee for many years, the Board noted the resignation of Linda Tribout from the Board due to relocation in Urbana, Illinois. She wrote to Marian and the Trustees : *“It has been my honor and privilege to serve on the Board with you. Thank you for the beautiful card and the gift card. I appreciate your kindness. I wish you success and God’s blessings. Affectionately, Linda.”*

3) Correspondence received and noted – “Thank You” cards and letters from the Mascoutah Township for supporting the Annual School Supply Drive --- Mascoutah Historical Society for selling tickets to the cemetery walk --- Erin Edwards & several young children for an awesome summer reading program.

**Other Discussions:** 1) Attorney Phil Lenzini is unable to join tonight’s Board meeting. We look forward to having him by telephone at the next meeting and obtaining extensive information about Library District.

2) Marian updated the Board on a number of incidents involving library patrons and appropriate actions taken by the library.

**Adjournment:** There being no further business, President Nancy declared the meeting adjourned at 7:52 p.m. The next Board Meeting will be on September 19, 2017 at 7:00 p.m.

Merly T. Friedland, Secretary  
Secretary