

MASCOUTAH PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
NOVEMBER 15, 2011

The Board of Trustees of the Mascoutah Public Library held its regular meeting at the library on November 15, 2011 at 7:00 p.m.

All of the Trustees were present, namely: Nancy Larson, Roger Grodeon, Frank Bandre, Wayne Wilhelm, Judy Dietz, Suzy Friederich, Linda Tribout, Anne Schorr and Merly Friedland. Also present was Library Director Marian Albers.

President Nancy Larson presided and Merly Friedland recorded the minutes.

No public comments were heard or submitted, and there were no additions to the agenda. The minutes of the last Board meeting held on September 20, 2011 were approved as written.

Financial Report: Frank presented the Balance Sheet as of October 31, 2011 and the related Statements of Income & Expenses for the month of October, 2011 and the six-month period from May 1, 2011 to October 31, 2011. Income and expense levels are within budget. At the end of the first half of the fiscal year, the library has received 57.58% of projected revenues and incurred 44.50% of budgeted expenses. Revenues included per capita grant of \$6,898.27 from 2010 and e-rate rebate of \$894.90 through June 30.

Upon a motion by Roger, seconded by Anne, the Board unanimously approved the above financial statements, as well as the statements for September, 2011, previously submitted to the Board by mail or e-mail and ordered that the same be filed for audit.

Finance Committee: The Committee met on October 11 to discuss the Library Levy for FY 2012-2013. Frank indicated that this year's levy calculation was based on equalized assessed value (EAV) of all property, as provided by City Hall, in the amount of \$114,281,932 as against \$108,431,053 last year. The Mascoutah Library levy rate last year was 0.2754. It is the consensus of the Committee that the levy rate of 0.2754 stay the same, noting that property tax revenue for FY 2012-2013 could be increased by approximately \$17,000 without having to increase the levy rate or raise taxes of the taxpayers. It was also noted that adjustments were made to the library levy allocations by reducing the rate for IMRF to 0.0117 from 0.0120 and increasing it for Building and Maintenance to 0.0116 from 0.0070. Based on the foregoing calculations, the Finance Committee, by its' Chairman Frank, hereby recommends to this Board approval of a levy rate of 0.2754 for FY 2012-2013, based on EAV of \$114,281,932.

Upon a motion made by Judy, seconded by Roger, the Board unanimously approved the above stated recommendation of the Finance Committee.

Policy Committee: On behalf of the Committee, Linda submitted and recommended for Board approval the following proposals: 1) Equipment Loan Policy For 2011 Business

Policy Committee- continued:

Grant Through the Illinois State Library from the Small Business Administration Grant ends 9/30/12, and 2) Changes to library policy , specifically covering Travel Policy, under Item 7, Sections A, B, C, D & E of the policy manual. After review and discussion of both proposals, the following actions were taken:

- 1. Upon a motion made by Judy, seconded by Anne, the Board unanimously approved the Equipment Loan Policy, in its entirety, as recommended by the Policy Committee.*
- 2. Upon a motion made by Frank, seconded by Judy, the Board unanimously approved the Travel Policy, in its entirety, as recommended by the Policy Committee.*

Director's Report: Please refer to the Director's written report for September and October 2011, with details on circulation statistics, interlibrary loans, other resources, and non-resident registrations. The report included comments and updates on: 1) Carpet Cleaning 2) Business Grant 3) Mascoutah Preschool 4) High School Coop Program 5) Author Visits 6) ILA Conference 7) Friends Book Sale 8) The Library's Theater Group 9) Volunteer services by Paul Schorr for selecting and planting new bushes 10) Director's meetings/events, and 11) Meeting and Study Room Use.

The Director brought up other comments for Board information and appropriate action:

- 1) Marian passed on new information on the Construction Grant, which the library had planned on applying for relative to future building repairs and maintenance needs. Marian informed the Board that the requirements for this grant are filled with complexities and that the realization of intended goals is marked with uncertainties. After discussion, the Board unanimously agreed to abandon the plan to apply for the Construction Grant. Instead, the Library will apply for the Live and Learn Grant in favor of roof replacement.
- 2) Carpet cleaning discussion – to cover all areas in the library.

Upon a motion made by Suzy, seconded by Linda, the Board approved , by unanimous voice vote, the bid of Royal Carpet Cleaning to do carpet cleaning job at the library for \$1,238.

- 3) Staff Christmas – This year, the staff is considering choices other than holding a party. Marian has conveyed the staff's wishes to the Board.

Upon a motion made by Judy, seconded by Wayne, the Board approved, by unanimous voice vote, the amount of up to \$600 to be spent by the Staff on any common activity that it may deem appropriate to celebrate Christmas, in lieu of a Christmas party.

Unfinished Business: None

New Business: 1) Marian distributed reading materials on IMRF (Illinois Municipal Retirement Fund).

2) Starting January 1, 2012, the Open Meetings Act will be available online for study. January 1, 2012.

3) Thank You letters/notes received from : a) Ms. Barbara Hill, for the lunch from St. Martin of Tours Church, b) Mascoutah Chamber of Commerce, for the Story Telling at the Fall Festival, 3) Mascoutah Senior Center, for donating a Christmas Quiet Time Basket for their Annual Wine & Cheese Party, and 4) Tommy & Isaac (The Beck Family) for the Cardinals tickets and great library programs this summer.

Adjournment: There being no further business, President Nancy, after wishing all a Merry Christmas and a Happy New Year, declared the meeting adjourned at 7:50 p.m. The next Board Meeting will be held on January 17, 2012.

Merly T. Friedland
Secretary