

MORTON PUBLIC LIBRARY DISTRICT
February 9, 2022

The Morton Public Library District Board meeting was called to order at 4:31 p.m. Director Williams and board members Turner, Keach, Thompson, Hilliard, Ropp and Reisberg were present. Gryl was absent.

PUBLIC COMMENT

Ella Vannaken, a Morton High School student whom Williams mentors, attended the board meeting for the purpose of observation.

Roxy Klassen, Circulation Manager, was introduced to the board. She began working part time for the library 22 ½ years ago. She spoke about the use of the Clifton Strengths Finders process in staff leadership and team building. Ms. Klassen reported that this process has helped staff understand what each person brings to the table, why and how they act and react in a particular way, and whom to tap for particular projects. This approach has replaced more traditional employee evaluations and has helped staff members understand more about their own leadership style and skills, as well as those of their co-workers. The knowledge gained has made it more enjoyable and rewarding to work as a team

MINUTES

The minutes from the December 8, 2021 Board Meeting were approved as submitted.

TREASURER'S REPORT

In Gryl's absence, Williams presented the Treasurer's Report. The library is on track with the budget at the end of the second quarter of the fiscal year. Turner and Gryl signed checks for January bills, as there was no board meeting in January. **Turner moved and Ropp seconded that the January bills be approved and that the February bills be paid. A roll call vote was held. The motion carried unanimously.**

	January 2022	February 2022
Invoices Paid	\$35,526.61	\$12,472.29
Ameren Illinois	445.33	733.90
I3 Broadband	384.35	381.92
Morton Utilities	459.71	591.83
IT360, Inc.	<u>2,125.90</u>	<u>3,750.82</u>
Total Paid:	\$38,941.90	\$17,930.76
Payroll-Director:	6,906.89	7,183.18
Staff:	<u>31,629.81</u>	<u>33,131.99</u>
Payroll Total:	\$38,536.70	\$40,315.17
Employer IMRF:	4,431.86	4,420.17
Employer FICA:	2,948.01	3,084.13

DIRECTOR'S REPORT

Director Williams provided updated board contact lists to all board members. Williams presented a circulation statistics analysis. While foot traffic is down 54% from 2019, circulation is down by only 14%, and by only 11% if one counts e-book checkouts. The Long Range Planning process will begin with a meeting on February 22nd. Williams discussed the library's mask procedure in light of expected changes in the state protocols. For the time being, employees will continue to wear masks and the signs asking patrons to mask will remain in place. However, the employees will no longer actively enforce masks. Children under five may be asked to wear masks during programming which requires

close, hands-on assistance from staff. Staff Day will be held on Monday, February 21st and will focus on leadership as well as a strength-based activity.

NEW BUSINESS

Keach moved and Thompson seconded to approve the proposed amendment to Article VI of the Board Bylaws with respect to increasing the Director's spending authority to \$3,000.00. The motion carried unanimously.

The Board reviewed the References Services Policy.

The Board discussed estimates for the replacement of a geothermal unit. **Keach moved and Hilliard seconded to accept the proposal by AAA Northgate for the replacement of the unit. A roll call vote was held. The motion carried unanimously.**

Thompson moved and Turner seconded to approve summer (Memorial Day to Labor Day) evening hours, with a closing time of 6 pm, instead of 8 pm, Monday -Thursday. The motion carried unanimously.

OTHER BUSINESS

There being no further business, the meeting adjourned at 5:28 pm

Respectfully submitted,
Heather W. Thompson, Secretary

The next meeting will be held Wednesday, March 9 at 4:30 p.m.