

Marseille Public Library

Board of Trustees Meeting

March 14<sup>th</sup>, 2022

The meeting was called to order by President Dee Crawshaw at 5:15 p.m. Janice Brozovich, Gene Carlson, Dee Crawshaw, Jeff Owens, Susan Roush and Lori Williamson were present. Jerri Brown, Jackie Hanlon, and Karen Latimer were absent. Director Jan Ambrose was in attendance.

**Minutes:** A correction was made to the minutes taking out election of a new board treasurer was held and Carla Elliot will assume staff payroll. Motion by Carlson to approve the changes, seconded by Roush, motion carried.

**Treasurer's Report:** Motion by Carlson to approve the treasurer's report, seconded by Brozovich, unanimously approved by acclimation.

**Visitors:** None

**Committee Reports:** New committees formed. Motion by Carlson, seconded by Brozovich motion carried.

- Budget and Personnel: Janice Brozovich, Jeff Owens, Jackie Hanlon
- Building and Grounds: Dee Crawshaw, Gene Carlson, Susan Roush
- Library Service and Policies: Karen Latimer, Jerri Brown, Lori Williamson.

**Director's Report:** The staff continues to provide craft projects for the kids to complete at home. Missy is taking online classes to learn how to add books to Sierra. The library was closed twice in February because of snow and President's Day. The director attended a West of 47 meeting in DePue and attended two online demos and a Zoom webinar on Diversity, Equality and Inclusion. The new fire wall was installed on the computers by Kevin Linderman from Computer Spa in Ottawa. Dave Latimer made changes to deep freeze to recognize the new firewall. Missy has been doing the monthly updates on the public computers.

**Old Business:** \$500 worth of dog books have been purchased with donation money for Dorrie and the rest of the money will go to buy juvenile books. Discussed becoming a driver's license renewal facility and it was tabled.

**New Business:** Went over standards for Illinois Libraries: chapter 3. Talked about updating job descriptions and encourage training. The staff should be evaluated annually. Put the At Will Employment policy on file. A meeting was held by the budget and personnel committee. Switch to OSB and two names will be on signature line for checks Jeff Owens and Janice Brozovich. The city of Marseilles will take over payroll and W2's for a \$200 start up fee and a \$600 a year cost. The city will draw up the agreement. Motion by Carlson, seconded by Roush motion carried. Jeff would like to see auto pay for bills and Carla still giving Jeff the bills each month.

Motion by Brozovich seconded by Owens to adjourn the meeting at 6:05 p.m.

Submitted by Lori Williamson stand in for Karen Latimer.