

**MIDLOTHIAN PUBLIC LIBRARY
BOARD TRUSTEES MEETING
February 16, 2021**

The meeting was called to order by President Chiz at 7:01 p.m. Present were Trustee Baker, Trustee Ceja, Trustee Ferguson, Trustee McDermott (7:06), Trustee Murawski, Trustee Woolard, Director Jennifer Cottrill, and Christy Parente, Recorder of Minutes.

INTRODUCTION OF VISITORS

Rhoda Mattson, Midlothian resident.

MINUTES

On a motion by Trustee Murawski and seconded by Trustee Ferguson the minutes of the January 19, 2021 meeting were approved by roll call vote. 5 ayes and 0 nays. Trustee Ceja abstained because he was not present at the January 19, 2021 meeting.

REVIEW OF BILLS AND FINANCIAL ACCOUNTING

On a motion by Trustee Woolard and seconded by Trustee Ferguson the financial report for January 2021 was reviewed. Total cash balance for the building account was \$515,866.44, for the reserve fund \$371,587.42, for the real estate fund \$763.74, and \$1,252,765.31 for the money market account. The financial report was unanimously approved by roll call vote. 6 ayes and 0 nays.

A motion to pay all February 2021 bills in the total amount of \$288,376.55 was made by Trustee Baker and seconded by Trustee Murawski and unanimously approved by roll call vote. 7 ayes and 0 nays.

COMMUNICATIONS

Ms. Cottrill shared with the board that a patron complained about the library's website not being user friendly. Another patron complained about the \$20 hold that is placed on credit/debit cards when using the fax/scan station. The IT & Marketing Manager, Ms. Vanis, was able to work with the vendor to remove this requirement. The Assistant Superintendent Carrie Cahill of District 142 sent an email in response to the announcement of the library's reopening, "Yay! Thanks again for all you do for our community!" All comments have been given to the appropriate departments.

LEGISLATION UPDATE

ALA is asking library advocates to contact their United States Senators in support of the Build America's Libraries Act (S.127). This will provide \$5 billion in funding to repair, modernize, and construct library facilities in underserved and marginalized communities.

BOARD DEVELOPMENT OPPORTUNITIES

ILA is hosting a Trustee Forum series of 3 webinars in March, April, and May. Trustees can choose to attend all 3 or select individual webinars.

REPORT OF OFFICERS & COMMITTEES

- A. Building – No Report.
- B. Finance & Budget – No Report.
- C. Board Development – No Report.
- D. Strategic Planning – The Strategic Planning committee met and will make a recommendation under New Business #11 C.
- E. Technology – No Report.
- F. Policy – No Report.
- G. Ad Hoc Building Envelope – Trustee Woolard reported the exterior work is on hold due to weather. Work will shift to painting the interior. To prevent future roof issues on the west side of the flat roof it is recommended that the tree planted on the southwest lawn be removed.
- H. Friends of the Library – The Friends are working on a fundraiser to sell t-shirts to commemorate the library's 90th anniversary.

REPORT OF THE EXECUTIVE DIRECTOR

Ms. Cottrill reported that departmental reports and statistics are now more unified and streamlined. Ms. Cottrill is working with Jamie Rachlin of Meristem Advisers on to begin the project of publishing a Request for Proposals for Auditors. Media on Demand consortium for Overdrive eBooks, voted to add 3,000 e-Magazines to their subscription at an affordable price for all members.

UNFINISHED BUSINESS

None.

NEW BUSINESS

- A. Serving Our Public 4.0, Chapter 2: Governance and Administration – Reviewed.
- B. Employee Vaccine Policy – Ms. Cottrill is recommending the board adopt a voluntary Employee Vaccine Policy. On a motion made by Trustee Ceja and seconded by Trustee McDermott the board adopted the Employee Vaccine Policy. 7 ayes and 0 nays.
- C. Strategic Plan 2021-2024 and Action Plan 2021-2022 – Ms. Cottrill reviewed with the board the new Strategic Plan 2021-2024 and Action Plan 2021-2022. On a motion made by Trustee McDermott and Trustee Ferguson the board approved the Strategic Plan 2021-2024 and Action Plan 2021-2022. 7 ayes and 0 nays.
- D. Emergency Succession Plan – Ms. Cottrill is recommending an Emergency Succession Plan for the position of the Director be adopted. This plan outlines the most critical procedures and vital information necessary to operate the library. On a motion made by Trustee Ceja and seconded by Trustee Murawski the board adopted the Emergency Succession Plan. 7 ayes and 0 nays.
- E. Bylaws of the Board of Trustees – Ms. Cottrill is recommending changing the name of the Long Range Planning committee to Strategic Planning on page 3. On a motion made by Trustee Baker and seconded by Trustee Ceja the board approved the revision to the Bylaws of the Board of Trustees. 7 ayes and 0 nays.
- F. Public Comment Policy – Ms. Cottrill is recommending removing the words “and address” from the policy. On a motion made by Trustee Woolard and Trustee McDermott the revision to the Public Comment Policy was approved. 7 ayes and 0 nays.

OTHER BUSINESS

Ms. Cottrill would like to set up a meeting with the Board Development Committee.

PUBLIC COMMENTS/QUESTIONS

Ms. Chiz asked if Ms. Mattson had any questions. Ms. Mattson stated she was not aware the library had a Public Comment Policy.

ADJOURNMENT

President Chiz declared the meeting was adjourned at 8:06pm. 7 ayes and 0 nays.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brenna Baker". The signature is written in a cursive style with a long horizontal flourish at the end.

Brenna Baker

Secretary

BB/cp