

Martin Township Public Library

Board of Trustees

September 13, 2021

The Regular Monthly meeting of the Martin Township Public Library Board of Trustees was called to order by Board of Trustees Board President Mary Kerber on Monday, July 19, 2021 at 7:05 p.m.

Those in attendance at the meeting were Trustees Judy Dodds, Mary Kerber, Lauren Langhoff, Crystal Thomas and Laura Tolan. Brenda Mueller was absent. Library Director Jilla Young was present.

There was no public comment.

The Secretary's Reports from the July 19, 2021 was reviewed. Crystal Thomas made a motion to approve the minutes as printed; Lauren Langhoff, seconded. All trustees present voted aye. Motion carried. Both minutes will be placed on file for audit.

The Account Balances and Disbursement Reports for July and August 2021 were presented. Judy Dodds made a motion to approve the reports as presented; Lauren Langhoff, seconded. All trustees present voted aye. Motion carried. The reports will be placed on file for audit.

The Bills for Payment for September 2021 were presented. Crystal Thomas made a motion to approve payment of the bills as presented; Laura Tolan, seconded. All trustees present voted aye. Motion carried. The report will be placed on file for audit.

Jilla Young presented the Director's Report for August and September 2021:

- Circulation: The numbers are down possibly due to the start of the school year.
- National Library Card Sign-Up Month: This is observed in September for new and renewal cards. Jilla has developed a flyer to announce this promotion.
- Program Plan:
  - Ideas to increase patron usage were discussed.
  - A themed story time for young children will be offered once per month.
  - In-person and virtual program will be offered for older children.
- A window decorating contest in which participants will submit entries in which the winner will paint the large window on the north side.
- Received latest income:
  - Per Capita Grant
  - 5th property tax distribution payment
- Meetings/Conferences:
  - 3-day Cataloguing Workshop week of September 12
  - Tri-County Directors' Meeting on Friday, September 17 at Chenoa
  - Jilla was awarded a scholarship to attend ILA virtual conference in October.

Old Business: There was no old business.

MTPL Board of Trustees

September 13, 2021

Page 2

New Business:

- 501c3 Agreement: Board President Mary Kerber signed the renewal agreement. MTPL falls under the ILA designation.
- Posting of Federal Law Notices: Laura Tolan made a motion to approve the purchase of the printed poster and pay for shipping (\$9.95 and \$5.95); Crystal Thomas, seconded. All trustees present voted aye. Motion carried.
- Naming an auditing official per the Safe-T Act: Laura Tolan made a motion to appoint Jilla Young, Library Director, as the Martin Township Public Library Auditing Official; Crystal Thomas seconded. All trustees present voted aye. Motion carried.
- Certificate of Deposit: The CD at Peoples State Bank of Colfax has matured. Crystal Thomas made a motion to not reinvest and transfer the funds to the savings account; Lauren Langhoff, seconded. All trustees present voted aye. Motion carried.
- Cards for Kids Program: This item was tabled to allow Jilla to get more detailed information.
- Computer Back-Up: Jilla checked with other libraries regarding the program they used for this purpose. Crystal Thomas made a motion to sign-up for the Back Blaze Program at the cost of \$7.00 per computer; Judy Dodds, seconded. All trustees present voted aye. Motion carried.
- Exterior Building Work & Parking Lot: Mary Kerber will continue working on the exterior doors. Daryl Tolan will check the door threshold on one of the doors.
- Book Store Schedule: A sign-up sheet will be circulated at the October meeting. It was decided that due to January 1, 2022 falling on a Saturday, the Book Store will not be open on that day.

The next meeting of the Board of Trustees will be October 11, 2021 at 7:00 p.m.

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Judy Dodds

Book Store Schedule

October 2	Judy Dodds
November 6	Marolfs
December 4	Judy Dodds
January 1, 2022	Closed