

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, April 16, 2024

President, Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Nick Birky, Mike Miller, and Laura Stephenson. Dawn Neblock arrived at 6:35pm. Kevin Moore was absent. Library Director Christie Lau was in attendance. There were no visitors. The meeting was recorded. The Pledge of Allegiance was recited.

Public Comment:

- No members of the public were present, so there was no public comment

Correspondence:

- There was one piece of correspondence. It was a letter from LeAnne Welch announcing her retirement from the library at 27 years. Her retirement is effective April 26, 2024.

Approval of Minutes

- Regular Board Meeting March 19, 2024 - approved as read

Reports

- **Library Director:** The director shared the third quarter report. Circulation is steady with a slight increase in digital usage and a slight decrease in computer usage. More people are coming in to print from mobile devices instead of logging into the computers to print. The programs in this quarter were well attended. One new employee has been hired. This person is ending their teaching career and moving to library sciences. There were 59 library cards issued to students at Parkside Junior High. The library has been working to update procedures on the online employee portal. Additionally, planning for the summer reading program is ongoing. The summer reading program will take place from June 1-July 20.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Policy Committee:** No report

Financial Reports:

- **Financial Statements March 2024:** Unappropriated equity is at \$3,372 while awaiting tax funds. That fund will go negative in April. The corporate operating fund has \$21,000+ to cover until those tax funds arrive. This happens every year since tax dollars are distributed in intervals throughout the year.
- **2024 Woodford County Tax Computation Form:** The library should be receiving \$35,476 from Woodford County. The total with McLean County added in is \$224,507.

Old Business:

- **Board of Trustees Business:**
 - **Committees & Committee Members:** Laura Stephenson will join both the policy & finance committees. Mike Miller has chosen to not be on either the policy or finance committee for the time being.
- **FY25 Budget Preparation:**
 - **FY25 Estimated Expenses & Income:** A line has been added for staff bonuses in case they are needed. This would include a way to provide Christmas gifts for staff. There is an expected upcoming need to recoat the roof and also to take care of air conditioning in the old bank building. The current budget request is \$290,520 while the levy is \$235,284. This is the maximum levy allowed without doing a truth in taxation notice. We can levy less for the social security and insurance fund because there will be remaining balances at the end of the 2024 fiscal year. The question becomes how to make up the difference between the budget request and the levy. There may be funds from other sources that can be used (gifts, grants, friends of the library, book sales etc...) and we can also be more thrifty.
 - **Timeline for Budget & Appropriation & Tax Levy Ordinances:** We have until September to pass the budget.
 - **FY25 Tentative Budget:** The tentative budget was not voted on during this meeting.
- **Library Security:** No update about library security and there is no appropriation for it in the 2025 fiscal year budget at this point.

New Business:

- **Engaging Attorneys Heyl, Royster, Voekler & Allen, PC (Phil Lenzini) for Ordinance Support & Preparation:** Dawn made a motion to engage attorneys Heyl, Royster, Voekler, and Allen, PC for ordinance support and preparation. Nick seconded the motion. Motion passed unanimously.
- **Employee Retirement:** With LeAnne retiring, the board would like to acknowledge her service to the library as a long time employee. LeAnne does not want anything over the top such as a formal reception. The library is planning to provide a cake and decorations for an informal open house style recognition. LeAnne and her husband love to camp, so the board plans to purchase very nice camping chairs up to a total of \$200. Beth made a motion to approve the purchase of camping chairs up to \$200 for LeAnne's retirement gift. Dawn seconded the motion. Motion passed unanimously.

Upcoming meetings:

- Next regular meeting: May 21, 2024 at 6:30pm.

Laura made a motion to adjourn the meeting. Dave seconded the motion. Motion carried unanimously. Meeting adjourned at 8:27pm.

Respectfully submitted,
 Laura Stephenson, Secretary