

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, February 21 2023

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were David Garrison, Mike Miller, and Jane Randall. Nick Birky, Lacey Fritsch, and Laura Stephenson were absent. A quorum was reached with four Board members present. Library Director Christie Lau was also in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

Public Comment: none

Correspondence: none

Minutes Approved: The minutes of the January 17, 2023 meeting, were reviewed. Christie noted two corrections: Two additional visitors joined the meeting via Zoom at 7:10 pm, and paragraph 3) Audit Report under New Business was revised to read: "The Policy Committee will meet to create a new Risk Management policy, as recommended by Phil Lenzini." The minutes were approved as corrected.

Director's Report: Christie distributed her report and noted that the January figures are up from the past two Januarys. There were 227 participants in programs that focused on all age groups, and planning has begun for the summer reading program. Christie included an update on the Strategic Plan listing the ways each of the strategic directions is being supported by various efforts and activities.

There were no President's Report, Secretary's Report, nor reports from the Finance Committee or the Policy Committee. A Finance Committee meeting was scheduled for Thursday, March 9 at 6:30 pm and the Policy Committee on the same date at 7:30 pm.

The Long Range Planning Committee was determined to have been an ad hoc committee that hasn't met in quite some time and has been disbanded.

Financial Report: The Financial Report for January 2023 from MCK accounting firm was distributed. Dollar figures were reviewed and the format of the report discussed. Mike wanted it noted that he objects to our receiving inadequate financial reports. Dave noted that the Social Security Fund is currently in the red. Dave made a motion to redirect \$4,000 from the Audit Fees line item in the Corporate/Operating Fund to the Social Security Fund. After discussion, this motion was withdrawn. Christie will contact attorney Phil Lenzini to determine how to appropriately cover the short fall in the Social Security Fund.

Dave made a motion to move \$30,000 from the Working Cash Fund to Unappropriated Equity in the Corporate/Operating Fund to cover monthly expenses; seconded by Jane. Motion carried unanimously 4-0.

Old Business:

- 1) Insurance Quotes:** At the January 2023 meeting, it was voted to purchase Directors and Officers Liability Insurance. Six of the 7 Board members provided answers to questions on the insurance application that are required by the insurer. Because one officer refused to answer the questions for the application, Country Companies is unable to issue coverage. Christie has contacted other insurance companies but has not received any additional quotes as yet. Mike stated that he believes using library funds to purchase this kind of coverage is in violation of our By-Laws and is an unconscionable use of public funds – that if the officers/directors wish to have liability coverage they should purchase it themselves. Christie noted that having this liability insurance is standard practice in other library districts, and liability insurance is unavailable for her to purchase on her own. There will be further examination of this issue.

New Business:

- 1) Decennial Committee:** The State of Illinois has passed the Decennial Committees on Local Government Efficiency Act which requires library districts to establish a Decennial Committee to study the accountability and efficiency of their local government entity. The Library's Committee will be comprised of the Director, all Board members, plus two residents of our district, and will meet at least three times to

complete the duties of the Committee and submit a report to the county board. Christie distributed a Timeline and Plan to complete this purpose. Dave made a motion to accept the Timeline and Plan as outlined; seconded by Beth. Motion carried unanimously 4-0. All trustees were asked to suggest names of possible resident committee members to Beth within the next two weeks.

- 2) **Performance Reviews and Salary Recommendations:** The process and timeline to evaluate the Director and all employees was discussed and determined to proceed as last year, as that worked well.
- 3) **Final Audit Report:** SKCO submitted the final audit report for fiscal year ending June 30, 2022. The two issues they had were resolved as noted in January's minutes and the report was voted on and accepted also at the January 2023 Board meeting.
- 4) **Mandatory Training:** The Board of Trustees are required to complete training for: a) Sexual harassment prevention—for all Trustees; a certificate of participation is to be submitted to Christie. b) Open Meetings Act (OMA)—to be completed once during the trustee's term of office, and once each year for OMA Officers. c) Freedom of Information Act (FOIA)—required for all FOIA Officers once per year.
- 5) **Senate Bill 208:** This bill requires paid leave for all employees, and has been passed by both IL legislative houses and is awaiting the Governor's signature. It would go into effect January 1, 2024 if signed. Both the Policy and Finance Committees will begin to consider the impact on our practices and budget.

A motion was made by Dave to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 7:57 pm. The next meeting will be held March 21, 2023, at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary