

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, September 20, 2022

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

The Pledge of Allegiance was recited.

There was no correspondence.

Minutes Approved: The minutes of the August 16, 2022 were reviewed. There were three minor wording corrections made; they stand approved as corrected.

Director's Report: Christie reported: 1) Two new employees, Janine Beilfuss and Kristie King, started on August 24. They are being trained for both the Circulation Desk and Program Coordination, and it is going well. 2) The IPLAR Report and Comptroller Report have been completed and submitted to the State. The Annual Financial Report has been completed and published in the Quill. A copy of the Comptroller Report, Annual Financial Report, and Budget and Tax Levy Ordinances have all been filed with White Oak and Woodford County Clerks. 3) Strategic Plan update: The community survey will continue to be available to residents through September 30. Multiple methods are being used to encourage as many people to respond as possible. The Board retreat to review the survey results is scheduled for Monday, October 17. 4) There is a full schedule of programs and events for all age groups throughout September, October, and into November. 5) Circulation was down from July to August, but Hoopla check-outs of 98 were impressive for its first month of operation. 6) Christie will attend the ILA Conference in the Chicago area from October 18-20 and will be co-presenting a session with Bloomington and Normal libraries on post-pandemic programming.

There were no reports from the President, Secretary or Long-Range Planning Committee.

Finance Committee: The minutes from the committee meeting on September 19, 2022 were presented. Requests for proposals to do our accounting were sent out to ten individuals or firms, with only two workable responses. The Committee recommended that the Board move forward with MCK firm of Bloomington. Discussion of a new accountant is a later agenda item.

Policy Committee: A committee meeting has been rescheduled for October 13.

Financial Report: Dave reported that August was a quiet month with no additional tax funds received from McLean nor Woodford Counties. \$10,000 was transferred from the Working Cash fund to cover August's bills. The \$35,000 construction bond payment was made the first week of September with money transferred from the Special Reserve Fund.

Old Business:

- 1) An update on the Strategic Plan was included in Christie's Director's report.
- 2) There was continued dialog on the options for honoring Linda Spencer and others. Christie reported on suggestions and preferences discussed at yesterday's Friends of the Library meeting. After further consideration, Beth made a motion to move forward with a painted mural in the entryway, a companion to, but distinguishable from, the donor bookcase currently there, and to continue to explore who might be included on the mural; seconded by Lacey. Motion carried unanimously.
- 3) There was extensive discussion on the two options for hiring a new accounting service: a) hiring Cindy Kirby as a consultant to set up a new system and then finding a bookkeeper to do the routine responsibilities, and b) hiring MCK firm of Bloomington. Consideration was given to the advantages of using someone locally—Mike especially stressed the importance of this, and the transition challenges caused by not having a bookkeeper in place. After discussion, Lacey made a motion to follow the Finance Committee's recommendation of hiring MCK as our new accounting service; seconded by Nick. Motion carried with 5 ayes, 1 abstention from Jane, and 1 nay from Mike.

New Business:

- 1) **Standards Review:** Christie distributed a list of the Core Standards and chapter checklists from *Serving our Public 4.0 Standards for Illinois Public Libraries*, which is to be reviewed for the Per Capita Grant process. In her judgment, there are no glaring areas of neglect, but two matters that we may want to focus on this year are Safety and Technology. Christie asked that all Board members look over the list and let her know if there are other areas that they believe should be prioritized. Beth expressed an interest in training workshops for Board members.
- 2) **SOAR:** Evaluation of our Strengths, Opportunities, Aspirations, and Results is a data gathering exercise for the strategic plan. The Board brainstormed and listed items they considered the Library has or wants to achieve in each of these areas. The library staff also did this exercise. Christie will share the results with Amanda Standerfer of Fast Forward Libraries, and the Board will include these areas of discussion at the October 17 retreat.

At 8:12 pm, Jane made a motion to go into Closed Session to discuss the Closed Session minutes from previous meetings.

The Board returned to Open Session at 8:25 pm.

A motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:26 pm. The next meeting will be held October 18, 2022, at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary