

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, July 20, 2021

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was in attendance. There was one visitor.

The Pledge of Allegiance was recited. Nick Birky arrived at 6:33 pm.

**Public Comments:** None

**Correspondence:** Christie reported that two thank you notes were received. Tina Coughlin thanked the Library on behalf of the Daisy Girl Scout Troop for using the meeting room, and Denise Litwiller thanked the Board for the retirement open house held in her honor.

**Minutes Approved:** The minutes of the June 15, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed.

**Director's Report:** 1) The annual report is due September 1, and one of the requirements is an audit of the year's minutes. Christie asked for volunteers to review them by mid-August. Lacey and Mike volunteered. 2) Christie presented a revised Interim Director Plan. There were a couple questions about the budget process but the plan was met with general approval. 3) Christie presented "Proposed Changes to DVD Lending". The changes proposed include a full week check-out period for DVDs rather than the 3-day period currently in effect, and to remove all fees and fines for circulating DVDs; there would still be a replacement fee for lost or damaged discs. The Board agreed to proceed with these changes and see how it works. 4) The 4<sup>th</sup> Quarter report with circulation statistics and reports on programs was also presented, along with the FY2020-2021 Circulation Statistics. Mike noted that the quarterly report is a "snapshot in time" and having previous figures to compare it to would be helpful. Christie plans to take a training course offered in August about data mining from WorkFlows. Mike volunteered to help her with statistical evaluation if needed. 5) Christie noted that the public hearing for the annual budget will be August 17 and a notice of the hearing was published in the Quill on July 1.

**President's Report:** none.

**Secretary's Report:** none

**Finance Committee:** Dave reported that they are in the process of getting the authorized signatures for the bank accounts changed to President Beth Wagner, Vice-President Lacey Fritsch, and Treasurer David Garrison. The confusion about the Library's name and address on Heartland Bank paperwork is closer to resolution. HBT in Chicago made the errors on our paperwork, so they are in the process of clearing that up. Christie has received the Library credit card in her name. Dave will open a Money Market account at HBT for our Special Reserve and Working Cash Funds to satisfy the requirement that those funds be kept separate from our cash accounts. Mike suggested that the Working Cash Fund name be changed to Working Cash Reserve Fund to signify that it is a non-cash account. A Finance Committee meeting is scheduled for Tuesday, August 3 at 6:30 pm.

**Policy Committee:** The policy revisions recommended at their June 29 meeting are on the New Business agenda. Another meeting was set for Thursday, July 29 at 6:30 pm.

**Long-Range Committee:** No report.

**Financial Report:** Dave distributed the Statement of Income and Expenses for FY 2020-21 prepared by Harland's Accounting. This summarizes the monthly statements from Harland's for the entire year.

**New Business:**

- 1) **Confidentiality Policy:** The confidentiality ordinance required by the State was passed at the June 15 meeting. The Policy Committee discussed additional issues of confidentiality and proposed a further

statement. Mike recommended that we stay true to the language stated in the law and not use the term “protect”, and to revise the ordinance rather than make a supplementary confidentiality policy. This matter will go back to the Policy Committee.

- 2) **Potential budget increases:** There was a discussion on how much of an increase is allowed in our budget each year. That increase has two factors that determine how much we can raise the amount budgeted. We can ask for a budget increase each year of up to 0.05 and that is allowed by the State of Illinois. But the deciding factor on whether you get the increased amount is whether the EAV (Equalized Assessed Value) has increased enough to cover the tax increase. The EAV tax rate is multiplied by 0.0015 and that number is the maximum amount of money you can ask to be taxed. So what has happened in our taxing body is that our EAV has not risen enough in the last few years to allow us to get our full tax monies we’ve asked for. A big reason is that the State has allowed the windmills to devalue each year at approximately 0.04.
- 3) Christie has identified two areas of consideration which could affect the budget:
  - a) **Technology Upgrades:** The Friends of the Library have agreed to purchase one printer for Library staff. The public printer also needs to be replaced. A laser printer is recommended. A schedule for replacing the Library computers (a total of 4 public and 3 staff) was proposed. Replacing 2 computers, 1 public and 1 staff was recommended for the current fiscal year, then replacing the remaining computers over the next 3 years.
  - b) **Staffing Proposal:** After reviewing current staff hours and concerns, Christie would like to see 2 additional staff hired, each for 12 hours per week. Those positions would cover children’s programming, teen and adult programming, and would be back-up staff for the circulation desk. Also, most open hours would then have 2 staff members present, which has been an ongoing safety concern.

Mike made a motion that the Finance Committee consider the technology requests when determining the tentative budget; seconded by Dave. Motion carried unanimously.

Jane made a motion that the Finance Committee consider the staffing proposal of adding 2 part-time people when determining the tentative budget; seconded by Lacey. Motion carried unanimously.

Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:21 pm. The next regular meeting will be held Tuesday, August 17, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, August 17, 2021

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 Lau was in attendance. There was one visitor, Sharon Miller.

The Pledge of Allegiance was recited.

**The Public Hearing on the Annual Budget and Appropriation** was called to order. Mike Miller presented a memo from himself and Sharon Miller offering 7 objections to the Board's handling of the Proposed Appropriations Budget. This document is available for public view at the Library. Being no further visitors in attendance and no further comment, the Hearing was suspended until 7:00 pm, allowing time for others to appear, but allowing further business to proceed.

**Correspondence:** none.

**Minutes Approved:** The minutes of the July 20, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed.

**Director's Report:** 1) The Illinois Public Library Annual Report (IPLAR) is due September 1. Christie presented a draft copy of the report for review. A few questions were raised and revisions suggested. Christie will update and have ready for the required signatures and will send in to the State prior to the deadline. 2) The Summer Reading Program had a total of 105 participants with 62 children and 43 adults/teens. Overall feedback was very positive, parents noting the creative activities and well-run programs. Planning on next summer's program will begin in January 2022. 3) Christie reported that the changes to DVD lending have been instigated. There is now a full week check-out period for all DVDs and all fees and fines have been discontinued. These new policies will now be advertised. Also, there are currently approximately \$900 in outstanding charges on patron accounts, which result in locked accounts – many of these charges due to lost or damaged items, including DVDs. The staff will be clearing overdues and contacting patrons as their accounts are released. 4) There is a problem with the administrator access on the Library's Facebook page. Nick had some suggestions and will work with Christie to resolve those issues.

**President's Report:** none.

**Secretary's Report:** none

At 7:00 pm there were still no additional visitors present, so the Public Hearing on the Budget was closed.

**Finance Committee:** Dave presented a revised Cash Balance Sheet for the Period Ended June 30, 2021 and 2020, prepared by Harland's Accounting.

**Policy Committee:** Beth reported that the Committee put the Confidentiality Policy on hold to focus their attention on the Personnel Policy which will be presented as an agenda item.

**Long-Range Committee:** No report.

**Financial Report:** The monthly financial report from Harland's accounting was reviewed. Dave noted that the first tax payment of over \$13,000 was received from Woodford County. He also reported that a money market account has been open at Heartland Bank for our special reserve fund.

**New Business:**

- 1) **Annual Financial Report for State Comptroller:** The Combined Statement of Receipts and Disbursements for the year ending June 30, 2021 was presented. Lacey made a motion confirming that all Board members received and approved the Summary; seconded by Nick. There were 6 ayes from Nick, Lacey, Dave, Jane, Laura, and Beth, and 1 abstention from Mike.

- 2) **Annual Budget and Appropriation Ordinance:** Catherine Metsker arrived shortly after 7 pm and was allowed to speak on the proposed budget. She raised questions about the amount designated for insurance costs and how part of the Director's salary fits into the risk management budget. After discussion, Mike made a motion to table Ordinance 2021-03 until the September meeting and have the Finance Committee consider the suggestions made tonight; seconded by Jane. There were 4 ayes, 2 nays, and 1 abstention. Motion carried. The Finance Committee will meet Thursday, August 26 at 6:30 pm pre-empting a Policy Committee meeting scheduled for that date. The Policy Committee meeting was rescheduled for Tuesday, September 7 at 6:30 pm.
- 3) **Personnel Policy:** Christie presented a draft of the Employee Handbook and Personnel Policies. This updates the Personnel Policy last approved in 2012 and uses the more comprehensive handbook format. Mike suggested that the History section be revised and the Confidentiality section be set aside as that policy is currently being reviewed. After discussion, Jane made a motion to approve the Carlock Public Library District Handbook and Personnel Policies with the exclusion of the History and Confidentiality sections; seconded by Lacey. Motion carried unanimously.

Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:08 pm. The next regular meeting will be held Tuesday, September 21, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, September 21, 2021

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, and Jane Randall. Laura Stephenson was absent. Library Director Christie Lau was in attendance. There was one visitor, Sharon Miller.

The Pledge of Allegiance was recited.

**Public Comment:** none.

**Correspondence:** none.

**Minutes Approved:** The minutes of the August 17, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed.

Mike pointed out to Jane that he believed there should be a separate record of the Budget and Appropriations Public Hearing aside from the meeting minutes.

**Director's Report:** 1) Christie noted that she recently took a course on how to query the RSA database to obtain the statistics we wish to know. She compiled a chart of Circulation Trends from 2015 to 2020. Overall, it showed that check-outs of Audiobooks, Adult books, and Large print books remained stable. Check-outs of Children's books, YA books, DVDS, CDs, and Magazines went down. E-materials check-outs increased. She would like us to focus on alternatives to the materials that are being used less in order to increase traffic to the Library. Mike noted that the number of active cards follow a similar pattern, showing a decrease as the number of materials checked out decreased. He would like to see the Library become an attractive community center. Christie agreed noting that we should evaluate the physical collection, e-collection, as well as programming to bring more people in. 2) She reminded Board members to complete the mandatory State of Illinois Sexual Harassment Training. 3) Christie reported that the new Carlock Public Library District facebook page is up and running. She encouraged all to post and comment to increase its use and to encourage others to follow it. 4) The Per Capita Grant for FY21 has been submitted. The due date for next year's report is back to January 15, 2022, so the application requirements will need to be considered soon. 5) Christie reported she and Denise Litwiller have been partnering to lead Story Hour and Toddler Time in the Park. There has been good attendance. Denise has volunteered for a total of 6 weeks, so the program will need to be reevaluated as weather changes and perhaps new staff are hired.

**President's Report:** none.

**Secretary's Report:** none.

**Finance Committee:** Dave noted that the Committee met and the major budget change was to reduce the insurance total back to \$15,000. He presented an Amended Cash Balance Sheet dated July 15, 2021.

**Policy Committee:** Beth reported that the Committee will present revisions to Public Use of Library Policy and Job Descriptions as agenda items tonight. The Policy Committee has another meeting scheduled for September 30 at 6:30 pm.

**Long-Range Committee:** No report.

**Financial Report:** The monthly financial report from Harland's accounting was reviewed. Dave noted that the construction bond payment was made in August with money taken out of the Special Reserve Fund. Tax revenues have been received from both McLean and Woodford Counties with one more payment expected from each county in the Spring.

Mike stated that he believes the financial reports from July 1 to the present have been inconsistent and "highly irregular" at best, noting that the Working Cash Fund was revised from \$57,000 to \$35,000 without, he felt, adequate explanation. He made a motion to have the Board retain an independent accounting firm to conduct an audit of our financial reports beginning on June 1, 2021 to the present; seconded by Treasurer Dave

Garrison. Lacey questioned the cost of such an audit, so Mike amended his motion. He moved that the Board contact a local accounting firm to determine the cost associated with an audit for that period of time; seconded by Lacey. Motion carried unanimously.

#### **New Business:**

- 1) **Annual Budget and Appropriation Ordinance:** Ordinance 2021-03, Annual Budget and Appropriation Ordinance for the Fiscal Year Beginning the First Day of July, 2021 and Ending the 30<sup>th</sup> Day of June 2022 was presented. Mike stated that this budget was not materially different from the one presented at the budget hearing in August. He still has 7 points of objection and resubmitted his memo stating those objections. He believes the expected revenue amounts are overstated and cash balances are inaccurate. After discussion, Lacey made a motion to approve Ordinance #2021-03; seconded by Nick. There were 5 ayes and 1 nay from Mike Miller.
- 2) **Public Use of Library Policy:** The Policy Committee presented a revised Public Use of Library Policy changing the check-out period for books, magazines, CDs and audiobooks from 14 days to 21 days, and adding the Conceal & Carry policy that was previously in a separate document. This policy document also includes the Public Use of Internet policies which were revised outlining expectations and repercussions more compatible to current accepted practices of libraries similar to ours, and doing away with the signed agreement requirement. Mike stated his concerns about the confidentiality portion of the policy, questioning how the parents' right to know what the children were checking out would work. Christie assured him that any complaints received would be brought before the Board. After more discussion, Dave made a motion to approve the Public Use of Library Policy as revised; seconded by Lacey. Motion carried with 5 ayes and 1 nay from Mike Miller.
- 3) **Job Descriptions:** The Policy Committee reviewed and revised the job descriptions for Library Director, Assistant Librarian, and Library Clerk, previously included with our Personnel Policy, and now a separate document. Job descriptions were also added for the two proposed positions of Library Clerk/Children's Program Coordinator and Library Clerk/Adult-Teen Program Coordinator. Mike pointed out that the Board has sole responsibility for the budget expenditures, so the Director responsibility under Administration and Budget #3 was revised to read, "Monitors monthly expenditures under the direction of the Board Treasurer". Jane made a motion to approve and adopt the Job Descriptions as proposed along with the revised Director responsibilities; seconded by Beth. Motion carried unanimously.'
- 4) **Personnel policy holiday update:** Christie presented a proposed change to the holiday schedule for employees. The changes include an early closure on December 31 (along with the Wednesday before Thanksgiving) and add a floating holiday for each employee "which may be taken on any day during the year, with the approval of the Library Director". Lacey made a motion to approve the Personnel Policy holiday updates; seconded by Beth. Motion carried unanimously.

Being no further business, a motion was made by Lacey to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 7:46 pm. The next regular meeting will be held Tuesday, October 19, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, October 19, 2021

In the absence of President Beth Wagner, Vice-President Lacey Fritsch called the meeting to order at 6:30 pm. Other Board members present in-person or on Zoom were Nick Birky, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was in attendance. There were no visitors.

The Pledge of Allegiance was recited.

**Public Comment:** none.

**Correspondence:** none.

**Minutes Approved:** The minutes of the September 21, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed.

**Director's Report:** 1) Christie distributed the Director's 1<sup>st</sup> Quarter Report, monthly Circulation Statistics for this quarter, and Circulation Statistics for FY 2020-2021. Numbers are up a little from last year but are generally holding steady. In talking with other libraries, she found that all seem to have trouble getting people to attend adult programming at this time. 2) Story Hour and Toddler Time, which are being held in the Park, have had good attendance. The programs will be moving inside as the weather gets colder. 3) Christie has hired 2 new employees: Ashley Litwiller, focusing on teen & adult programming, and Rachel Jansen, whose focus will be children's programming. They have lots of great ideas and are eager to get to work. 4) Christie also handed out Local Library Comparison: Population #s, Card Count, Collection Count. The size of the library's collection of books does not seem to correlate to the number of patron cards.

**President's Report:** none.

**Secretary's Report:** none.

**Finance Committee:** Dave presented the minutes from Finance Committee meetings: July 13, August 3, August 12, and August 26. All stand approved as presented.

**Policy Committee:** Lacey presented the minutes from their meetings on September 7 and September 16. They stand approved as presented.

**Long-Range Committee:** No report.

**Financial Report:** The monthly financial report from Harland's accounting was received. Dave noted that we have received the first half of tax revenue from McLean County and all tax revenue from Woodford County. The second half from McLean County will be coming next year. It was noted that the annual Summary of Revenue and Disbursements was published in the Quill on August 26, 2021.

#### **New Business:**

- 1) **Levy Ordinance:** Ordinance 2021-04, Ordinance Levying and Assessing Tax of the Counties of McLean and Woodford for Fiscal Year July 1, 2021 to June 30, 2022 was presented. Jane made a motion to approve Ordinance 2021-04 as presented; seconded by Nick. Motion carried unanimously. It will be published and sent to the County Clerks of both counties.
- 2) **Materials Selection Policy:** The Policy Committee presented a revised Materials Selection Policy. The major change was combining the previous Form I: Complaint About Library Material and Form II; Request for Reconsideration of Library Materials into one form: Complaint About Library Material Form. Jane made a motion to adopt the Materials Selection Policy as presented; seconded by Laura. Motion carried unanimously.
- 3) **Research Proposal:** Christie presented a research proposal with some marketing and long-term planning components. The ultimate goal is to gather more information on what our constituents want from the Library. The proposal includes 4 small projects: 1) Sending out a short survey to all

households in our district, which would be in lieu of the fall newsletter. Incentives would be offered to get people to come into the Library; 2) Tabulating the survey results and conducting additional research as needed; 3) Using gathered research to develop a long-term strategic plan; 4) Using gathered research to develop library marketing plan. Christie recommended that an intern be hired using Per Capita funds to work on this project. She would also like to see a logo developed that would be a consistent brand for the Library. It was suggested that we might have a contest for a logo design. After discussion, Dave made a motion to move forward with the research project as proposed; seconded by Jane. Motion carried unanimously. At Mike's suggestion, Christie will generate a report comparing the number of patron cards from the 3 townships.

- 4) **Audit Update:** Lacey presented audit estimates from area accountants; discussion followed. Lacey will reach out again for an estimate more specific to what we are looking for.
- 5) **Holiday Party:** A tentative date of Wednesday, December 8, at 5 pm was set for a holiday get-together for the Board, Library staff, and volunteers. Final details will be worked out at the November meeting.

**Closed Session:** Jane made a motion to go into Closed Session to discuss Christie's 90-day review; seconded by Lacey. Motion carried unanimously. Christie was dismissed for the evening and the Board went into Closed Session at approximately 8:20 pm.

The Board returned to Open Session at 8:30 pm. Mike made a motion to increase Christie Lau's annual salary by \$1,000 as discussed in the Closed Session; seconded by Lacey. Motion carried unanimously.

Being no further business, a motion was made by Nick to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:35 pm. The next regular meeting will be held Tuesday, November 16, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, November 16, 2021

President Beth Wagner called the meeting to order at 6:31 pm. Other Board members attending were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance. There were no visitors.

The Pledge of Allegiance was recited.

**Public Comment:** Jane reported that the Friends of the Library voted to cover the full cost of the equipment recently purchased for the Library—two computers, printer/copier/fax machine, etc.—totaling \$3,373.40.

**Correspondence:** A letter was received from Sandy Schwoerer protesting the expense of an outside audit that was discussed at the September meeting. She believes the cost is too great and that tax-generated money should be spent for other things benefiting the library.

**Minutes Approved:** The spelling of Rachel Janssen's name was corrected in the minutes of the October 19, 2021 meeting. They stand approved as corrected.

**Director's Report:** 1) Christie reported that the two new employees, Rachel Janssen and Ashley Litwiller, began working on October 18 and are doing well. 2) The Library was visible at the community Wiener Roast by providing games & crafts. 3) Story Hour & Toddler Time have moved inside with the colder weather. The two groups are in separate rooms and have good attendance. 4) The new computers and copier were installed by Advanced Computing on November 2. 5) Christie has contacted the practicum coordinator at the University of IL inquiring about setting up an internship, as per her research proposal for marketing and long-term planning. 6) She also contacted Limelite Graphics to see if they can contribute to the development of a library logo. 7) Library cards for Unit 5 students continues to be pursued. Jane reported that she has talked with Unit 5 attorney Curt Richardson, who reviewed our proposed Intergovernmental Agreement. This will be added to the January agenda. 8) There were over 70 attendees at the Library's Halloween celebration. Rachel & Ashley successfully coordinated the events.

There are a number of things in progress now, too: 1) The Library is active in the community, serving as drop-off point for the food drive, nominations for the Carlock Community Club's Citizen of the Year, and their Christmas ornament orders. 2) Ashley and Rachel are developing a program calendar through Spring of 2022. Discussion of the community Christmas celebration and the Per Capita Grant are on tonight's agenda.

Christie distributed a report on library cards by township by year, and number issued by township per year. As expected, the largest number of cards are issued to White Oak Township residents. Dry Grove has the largest population but the smallest percentage with cards, so efforts to reach those residents is warranted. Christie contacted Bloomington Public Library and determined that 119 Carlock cards are registered at BPL and 180 items were checked out by Carlock card holders at BPL so far in 2021. Christie will look into these statistics from Normal Public Library, also.

**President's Report:** none.

**Secretary's Report:** no additional.

**Finance, Policy, and Long-Range Committees:** no reports.

**Financial Report:** The monthly financial report from Harland's accounting was received. Dave reported that he and Christie put together a 1<sup>st</sup> Quarter Summary (July-September 2021) for Special Reserve Fund, Working Cash Fund, and Checking/Savings. He would like to make the Savings account into a portal for tax revenue from McLean and Woodford Counties, Checking account for operating cash, Social Security, insurance and gifts, and the Money Market account for working Cash Fund and Special Reserve Fund. Mike expressed concerns about Phil Harland's monthly reports. After discussion, it was decided to ask Phil Harland to meet with the Board to go over the changes Mike would like to see to improve our accounting report. Dave will ask Phil to propose a time in December or January.

## New Business:

- 1) **Christmas event:** There will be a holiday celebration for staff and volunteers on Wednesday, December 8 at 5 pm. Nick volunteered to provide food from Ft Jesse Café. After discussion, Jane made a motion to purchase \$50 Visa gift cards for each of the 7 employees and 2 volunteers; seconded by Dave. Motion carried unanimously.
- 2) **Carlock Community Club Tree Lighting:** The CCC tree lighting is scheduled for 7 pm Friday, December 3. There will be carriage rides and Santa from 6-8 pm. Christie would like the Library to stay open until 8 pm that evening so we can be involved in this community event. Plans are to have an “open house” with reading stations for parents to read to their kids, and the Library plans to provide cookies, hot chocolate, and books as gifts for the children. There are quite a few books already in store and a few additional ones may need to be ordered. The Friends of the Library voted to help however is needed. Lacey made a motion that the Library remain open until 8 pm on December 3 which will require an additional salary for 2-3 staff members; seconded by Laura. Motion carried unanimously.
- 3) **Financial Audit update:** Lacey was unable to connect with the potential auditing service. Lacey made a motion to table the decision about conducting an audit until after our meeting with accountant Phil Harland, seconded by Beth. Motion carried unanimously.
- 4) **2021 Per Capita Grant:** Christie distributed a chart reporting on the current Per Capita Grant money. The report outlined our goals stated in the grant application, how we’ve progressed on reaching those goals, and what is left to do. The work is to be completed by December 31, 2022, and expenditures must be reported by January 15, 2023. An extended discussion followed about the conditions under which the grant funds are to be used, with Mike expressing concerns that the intern proposal for marketing and long-term planning does not meet those conditions; others disagreed. Lacey made a motion to move forward with the research proposal without any amendment to our stated “Planned Use of Grant Funds” submitted on the FY21 grant application; seconded by Beth. Motion carried with 7 ayes and 1 abstention.
- 5) **2022 Per Capita grant:** The grant application for FY22 is due January 15, 2022. After discussion, Dave made a motion to state that the “Planned Use of Grant Funds” for FY22 will be for RSA and OCLC fees, summer reading, and newspapers.com; seconded by Lacey. Motion carried with 7 ayes and 1 nay.

Christie distributed a list of our Policies and Plans, their current status, and a suggested review schedule. The Policy Committee scheduled a meeting for Thursday, January 13 at 6:30 pm to review our Mission Statement and By-Laws.

Christie reminded those who haven’t completed the Sexual Harassment Prevention Training to do so.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 8:33 pm. The next regular meeting will be held Tuesday, January 18, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, January 18, 2022

President Beth Wagner called the meeting to order at 6:29 pm. Other Board members attending, in person or via zoom, were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance, along with accountant Phil Harland.

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** Five thank you notes were received for the holiday celebration and gifts. One letter was received with a donation in memory of Doris Henderson.

**Minutes Approved:** There were no corrections or additions to the minutes from the November 16, 2021 meeting and they stand approved as printed.

**New financial reports:** To accommodate Phil Harland, this agenda item was moved up from Old Business. It was decided at the November meeting that rather than an audit, we wanted to make some changes to the financial reports we receive monthly from Harland Accounting Service. Phil explained the outline of the current reports, which list the four accounts: Checking/Operating account, Working Cash account, Savings account, and Petty Cash account, and the breakdown of each. Mike explained why the Board needs a clearer accounting of our five funds: General Corporate Fund, Social Security Fund, Liability Insurance Fund, Special Reserve Fund and Working Cash Fund. He would like to see a monthly report on the revenue, expenses and transfers between each of these funds. Mike also would like to see prior approval from the Board for intrafund transfers. Because of Phil's busy schedule during tax season, the Board will revisit this issue in May or June.

**Director's Report:** 1) Christie presented the FY 2<sup>nd</sup> Quarter report for October-December with circulation, usage, patron cards, and interlibrary loan statistics, along with a report on programs and marketing efforts. Overall, our numbers are down, which is concerning. As is the case with many surrounding libraries, the effects of the pandemic continue to be felt. 2) The new program coordinators, Ashley and Rachel promoted library activities at recent community events, the Fall Wiener Roast and Christmas Tree Lighting, and will continue with a Valentine's Day event, the current adult Book Bingo, and a number of upcoming programs. They have developed a calendar of events for the next 3 months and are partnering with the Carlock Elementary School to publicize programs. 3) Christie is exploring the idea of an email newsletter but we do not have significant numbers of patrons with email information currently.

**President's Report:** none.

**Secretary's Report:** none.

**Finance Committee:** Dave reported that they have not met but need to review salary schedule and discuss employee evaluations. A meeting date was set for Thursday, February 10 at 6:30 pm.

**Policy Committee:** Met last week and discussed revisions to the Mission Statement and By-Laws. Those recommendations will be reviewed at the February Board Meeting. The Committee will meet again on Thursday, February 3 at 6:30 pm.

**Long-Range Planning Committee:** Mike requested that the Committee's proposed Long-Range Plan be put on the agenda for February.

Mike is considering offering some programs on local history and exploring ancestry and asked about holding those programs at the Library. In-person and Zoom options were discussed. Christie will look into the cost of an Ancestry.com membership for the Library.

**Financial Report:** The monthly financial reports for November 2021 and December 2021 were reviewed. Dave reported that both were quiet months. As always, salaries were our biggest expense. Tax revenue was

received from Woodford County in November and tax revenue from McLean County was received in December.

The issue of the Personal Property Replacement Tax payments that have not been received from White Oak Township is being addressed. Documentation verifying that we have met the criteria required by the IL Department of Revenue has been sent to Catherine Metsker, Township Supervisor.

#### **Old Business:**

- 4) **Intergovernmental Agreement with Unit 5:** Curt Richardson, Unit 5 attorney received the draft agreement and verbally approved it with only some superficial/punctuation changes. After discussion, Dave made a motion that we enter into the Intergovernmental Agreement For Library Services with Unit 5, with only the date change at the time of the signing of the agreement; seconded by Laura. Motion carried unanimously. A number of questions remain concerning distribution of the library cards to the students but those can be worked through as the process proceeds.
- 5) **Building Maintenance Fund:** Dave provided some background information about Building & Maintenance Fund taxes: the purpose of the taxes, limitation on the levy, and specific restrictions on the use. After discussion, it was decided to wait until the tax assessment is received from McLean County in March or April, which is expected to increase.

#### **New Business:**

- 1) **Non-Resident Fee Program:** Annually, each public library in IL decides whether to participate in the program, where people not living in areas served by a public library can purchase a library card. There are no repercussions for not participating. After reviewing, Christie recommended that we continue to not participate. Mike made a motion that Carlock Public Library District not participate in the Non-Resident Fee Program; seconded by Laura. Motion carried unanimously.
- 2) **2021 Per Capita Grant progress:** There was discussion of the research proposal regarding marketing and long-term planning discussed at our October meeting. The first step was to hire an intern from University of IL but there has not been any interest shown as yet. Christie will continue to work with them and look toward getting an intern started in the spring or summer terms. Another part of that proposal was to establish a consistent identification logo for the Library. Limelite Graphics as submitted some proposed designs, at no charge to us. After feedback from library visitors on 3 designs, Limelite incorporated the suggestions and offered a 4<sup>th</sup> design. After review, Jane made a motion to adopt the logo presented to be our visual identifier; seconded by Laura. Motion carried with 7 ayes and 1 nay from Mike.

Being no further business, a motion was made by Dave to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:40 pm. The next regular meeting will be held Tuesday, February 15, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, February 15, 2022

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

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** none.

**Minutes Approved:** There was one minor sentence structure correction to the minutes from the January 18, 2022 meeting; the minutes stand approved as corrected.

#### **Director's Report:**

- 1) Christie distributed information on the required training on a) Sexual harassment prevention, b) Open Meetings Act (OMA), and c) Freedom of Information Act (FOIA). Everyone has completed the sexual harassment prevention training. New Board members are required to complete the OMA training, and the designated officers are required to complete the FOIA training once each year.
- 2) The ILLINET Interlibrary Loan Statistical Survey has been completed and submitted to the Illinois State Library.
- 3) The winter newsletter was mailed to all households in our district the last week of January.
- 4) Christie continues working with Limelite Graphics pursuing an online apparel store and pricing on small give-away items.
- 5) She also is continuing discussion with the University of IL about the internship and they plan to go directly to Library Sciences classes to advertise.
- 6) The number of followers on social media platforms continues to grow.
- 7) Programs: Story Hour remains popular with 10 to 25 attendees each week. There are 40 adults participating in Book Bingo; cards are starting to come back in with February 28 the final date to return them. There were 35-50 attendees at the Valentine's party on Saturday, February 12. The Math Masters Club for elementary students (K-5<sup>th</sup> grade) will begin on Thursdays from 3:30-4:30 pm. Ashley and Rachel have created games using math skills, and the program will be evaluated after 4 weeks. A new program, Pop-Up Second Saturday, will begin soon. And planning has started for the Summer Reading Program, with the theme "Read Beyond the Beaten Path".
- 8) The Friends of the Library voted to cover the cost of a number of improvements for the Library, including new chairs for the public computer stations, laminator, portable speaker, and two new tables for the meeting room.

**President's Report:** none.

**Secretary's Report:** none.

**Finance Committee:** Dave reported that the committee met last Thursday and discussed the timeline for this year. They also started a discussion about employee wages, taking more philosophical approach than in previous years. There will be a further report at the next meeting. Christie is planning to start employee evaluations soon. Once wages are determined, budget planning can begin. The next Finance Committee meeting is scheduled for Thursday, March 10.

**Policy Committee:** Beth reported that the recent scheduled meeting had to be cancelled due to the weather. The Committee will meet on Thursday, March 3.

**Long-Range Planning Committee:** no report. The Long-Range Plan is on the agenda.

**Financial Report:** The monthly financial report for January 2022 was reviewed. Dave reported that the insurance bills were paid: Property Insurance of \$4,867 and Insurance Bond of \$658 (which covers 2 years). A

CAM (Commercial Accounts Manager) system has been set up at Heartland Bank which allows only designated individuals (Dave Garrison, Lacey Fritsch, Beth Wagner, and our accountant Phil Harland) to move money between accounts, and only in person at the bank. All agreed that adding this additional level of security to our accounts was a positive step. **New Business** item Financial Report Fund Allocation was brought up at this time. Dave reported that he and Christie have discussed why our numbers are not always the same as those on Harland's reports. He distributed a "Financial Report Fund Allocation, Amended for July-October 2021" noting the differences and reporting the current amounts for each fund.

#### **Old Business:**

- 1) **Intergovernmental Agreement with Unit 5:** This Agreement was signed at last month's meeting. Christie has talked with Randi Sutter of Normal Public Library about the implementation of the Agreement, which involves reports from RAILS (Reaching Across Illinois Library System), comparison to our patron records, and the distribution of cards to students not currently on our rolls. Two decisions were made: 1) when new cards are distributed to students, they will be sent via mail to the students' homes with a personalized welcoming letter, and 2) we would like to get reports from Unit 5 twice per year, February and the end of September. Christie will follow-up with the Circulation Manager at NPL to get further information.
- 2) **Mission Statement update:** The Policy Committee submitted a recommended revision of the existing Mission Statement. After discussion, some changes were suggested to read:  
"Mission: The Carlock Public Library District delivers diverse education, information, and recreational materials and experience to all residents of Dry Grove, Kansas, and White Oak Townships.  
Vision: We aim to remain a strong, vibrant, and relevant resource for the communities we serve. We will accomplish this through dedicated fiscal responsibility and prudent resource management."  
Beth made a motion to adopt the Mission Statement as revised; seconded by Mike. Motion carried unanimously.
- 3) **By-Laws update:** The Policy Committee presented a draft revising the current By-Laws, which were adopted on January 18, 2011. The updates reflect our current processes and add Section 5, Remote Attendance to Article IV, Meetings. Dave made a motion to adopt the revised By-Laws as presented; seconded by Lacey. Motion carried unanimously.
- 4) **Long Range Plan:** Discussion Drafts of the Long Range Plan and Implementation submitted quite some time ago by the Long Range Planning Committee were presented for discussion. Mike is the Chair of the committee and he reviewed how the committee was formed and some of their early discussions and goals. The members of the committee were Library Board members Char Proctor, Beth Wagner, and Mike Miller, and community members Kris Segneri, Randy Lorimer, and Chris Bohne. An extensive discussion followed about collection analysis, use of the Library, how to increase the number of patrons, marketing methods, programs to entice attendance, and how reading habits have changed and continue to change due to the COVID pandemic, technology options, etc. Mike will give Christie information about getting a collection analysis done, and plans are moving forward on conducting a marketing survey.

Being no further business, a motion was made by Lacey to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 8:30 pm. The next regular meeting will be held Tuesday, March 15, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, March 15, 2022

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

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** none.

**Minutes Approved:** There were no corrections or additions to the minutes from the February 15, 2022 meeting; they stand approved as printed.

#### **Director's Report:**

- 1) Christie distributed a chart outlining the communication methods currently used to increase awareness in the community about the Library and its materials and programs. She emphasized that word of mouth is perhaps one of the most important methods and encouraged Board members to advocate for the Library by spreading the word about programs and events whenever possible. She also asked the Board to let her know if they have a particular skill or talent that could be shared with the community through a program offered at the Library. There have been 14 programs presented at the Library in the 10 weeks since January 1.
- 2) Christie also handed out a list of the "2021-2022 Actual Expenses – General Fund", an overview of current budget information for the Board.

**President's Report:** none.

**Secretary's Report:** Jane reported that she is currently going through old minutes to compile an ordinance book.

**Finance Committee:** Dave presented the minutes from Finance Committee meetings on February 10 and March 10. Discussion centered on the budget, salary reviews, and salary schedule in light of a) mandated minimum wage increases, and b) the current shortage of available workforce. The issue of the Library's accounting services was also discussed and is an agenda item.

**Policy Committee:** The minutes from the March 3 meeting were presented. The main items of discussion were job descriptions and revisions to the staff performance and evaluation process.

**Long-Range Planning Committee:** no report.

**Financial Report:** The monthly balance sheet from February's financial report was reviewed. Dave handed out a "Tax Computation Report" noting that we will receive nearly the total amount of our levy request this year.

**Old Business:** none

#### **New Business:**

- 1) **Job Descriptions:** Christie distributed proposed job descriptions for Library Assistant, Clerk I and Clerk II. We do not currently have any employees in the Library Assistant or Clerk II positions, but by planning ahead, duties will be established if these positions are needed in the future. Lacey made a motion to approve the job descriptions as presented; seconded by Mike. Motion carried unanimously.
- 2) **Performance evaluation timelines:** The process for performance evaluations and salary reviews for employees and for the Library Director was discussed. Employees first complete a self-evaluation form, then sit down with the Director and discuss competency skills and plans growth or improvement. The Director presents a summary to the Library Board with salary recommendations prior to budgeting for the coming fiscal year. The Library Director also completes a self-evaluation which is reviewed with the

Board President. Then the President presents that review to the full Board. Mike expressed concern about the Director's evaluation and would like to see the full Board review the self-evaluation rather than get only the Board President's interpretation. After discussion, Nick made a motion to approve the performance evaluation timelines and evaluation forms as presented; seconded by Dave. Motion carried with 6 ayes and 1 abstention from Mike.

- 3) **Salary Schedule recommendation:** Christie presented a draft schedule of salaries for current positions and prospective positions. After discussion, Mike made a motion to adopt the salary schedule as presented; seconded by Lacey. Motion carried unanimously.
- 4) **Salary/Budget recommendation:** Christie noted that all current staff are performing above expectations. Discussion included how to attract and retain good employees, how to maintain fair and competitive wages, and salary comparisons of comparable jobs. No action is needed at this time.
- 5) **Accounting services:** Because of some of the questions Mike has had about the current accounting system, Dave would like the Board to vote on whether to retain Harland's Accounting Service. Mike stated that he did not necessarily want a different accounting service; instead, he was proposing changes in our system of accounting for a clearer reporting of our different funds. He would like to see a new software system to incorporate those needed changes. Dave noted that Phil Harland does more than just the monthly reports; he prepares checks, reports to the State, and salaries. After further discussion, Dave made a motion to keep Harland's Accounting Service and the current accounting system. There were 4 ayes from Dave, Beth, Nick, and Lacey, 1 nay from Mike, and 2 abstentions from Jane and Laura. Motion carried.

Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:01 pm. The next regular meeting will be held Tuesday, April 19, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, April 19, 2022

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members attending were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance. There was one visitor via Zoom.

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** A letter was received from Catherine Metsker, White Oak Township Supervisor, informing us that the Township Board voted not to provide Replacement Tax payments to the Carlock Public Library.

**Minutes Approved:** There were no corrections or additions to the minutes from the March 15, 2022 meeting; they stand approved as printed.

#### **Director's Report:**

1) Christie distributed the 3<sup>rd</sup> Quarter report with circulation and patron statistics from January-March 2022, comparing the physical materials collection with the digital collection. Also noted were the programs offered to all ages and participation numbers, and the use of the Community/Meeting Room. Mike expressed his concerns over the lower number of children's cards in the 1<sup>st</sup> Quarter.

2) Christie also handed out the Spring Calendar of events, noting the increase in the number of programs being offered, and the Summer Reading Program Preview outlining the options for children, teens/young adults, and adults.

**President's Report/ Secretary's Report:** none.

**Finance Committee:** The committee was unable to meet as planned due to illness and unavailability of members.

**Policy Committee:** Minutes from the April 7 meeting were distributed. The Disaster Recovery Plan and Technology Plan were discussed.

**Long-Range Planning Committee:** no report.

**Financial Report:** Dave handed out the monthly finance statement prepared by Harland's Accounting. He color-coded each of our accounts to make it easier to understand the income and disbursements of each. He reviewed the process of how our tax appropriation is determined, when tax monies are received, and the differences in the allocation from the two counties, McLean and Woodford.

**Old Business:** none

#### **New Business:**

- 1) **OMA/FOIA officers:** Beth briefly explained the responsibilities of the OMA (Open Meetings Act) and FOIA (Freedom of Information Act) officers, and asked for volunteers to fill those roles. Christie will act as the primary contact for FOIA requests with Jane as back-up. Lacey volunteered to be the OMA officer.
- 2) **Per Capita Grant update:** There have been some changes in the plans to use grant funds as submitted on the Per Capita grant application. The intern from U of I did not work out and much of the duties to be assigned to the intern have already been done. After discussing the marketing proposal and options, Lacey made a motion to proceed with Option 4: discarding the proposed survey mailing and using the entire grant amount (\$4,283.40) to pay a consultant for marketing and strategic long range planning. The motion was seconded by Beth and passed unanimously. Christie will submit an amendment to the IL Secretary of State's Office, and will set up a consultation with Amanda Standerfer from Champaign/Urbana who comes recommended by several area libraries.

- 3) **Reallocation of budget dollars:** Christie distributed a written summary, "Collection Development Considerations" outlining options for our physical and digital collections in the future. She asked for board input; they agreed with her recommendation to purchase Hoopla, a streaming service for books, movies, magazines, etc. and expressed their confidence in her ability to make these choices going forward.
- 4) **Equipment disposal:** Christie handed out a list of items that are no longer of use in the Library. Lacey made a motion that Christie can move ahead with the disposal of those listed items as recommended; seconded by Laura. Motion carried unanimously.
- 5) **Disaster Recovery Plan:** The Policy Committee reviewed the current Disaster Plan which was adopted in 2007. An updated plan from the Policy Committee was presented and discussed. Lacey made a motion to adopt the revised Disaster Preparedness and Recovery Plan as presented; seconded by Dave. Motion carried unanimously.
- 6) **Audit:** A draft of a request letter soliciting the services of a qualified CPA to perform an audit of the Library's financial statements was presented. After discussion of some changes to the letters suggested by Mike, Dave made a motion to send out the proposal request letters with those changes; seconded by Lacey. The letters are to be sent to the 8 firms Christie gathered plus MCK CPAs & Advisors of Bloomington (formerly Sulaski & Webb, who did the Library's previous two audits). Motion carried unanimously.

Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:49 pm. The next regular meeting will be held Tuesday, May 17, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, May 17, 2022

President Beth Wagner called the meeting to order at 6:32 pm. Other Board members attending were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance. There was one visitor via Zoom.

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** Memorial gifts for Linda Spencer have been coming in.

**Minutes Approved:** There were no corrections or additions to the minutes from the April 19, 2022 meeting; they stand approved as printed.

#### **Director's Report:**

- 1) Summer Reading Program begins June 11 with a kick-off hula hoop event at Carlock Park and will run through July 23 with a final exotic animals event on July 30.
- 2) Illinois Libraries Present is an online program offering events for libraries of all sizes, sharing resources that otherwise might be unaffordable to individual libraries. Christie has submitted a "Membership Interest Form" and an intergovernmental agreement is required by August 31. ILP membership offers 12 or more programs during their 10 month season and access to their large-scale Zoom account.
- 3) Christie will be attending the Illinois Library Association Directors University so will be out of the Library June 6 through June 10.

**President's Report:** Beth asked Board members to be thinking about an appropriate use for the memorial gifts that are coming in honoring Linda Spencer. The Spencer family will be asked for their input, along with the Friends of the Library. A Celebration of Life for Linda is being held on Sunday, May 22, 1-4 pm at the Community Building.

**Secretary's Report:** none.

**Finance Committee:** The tentative budget is on the agenda.

**Policy Committee:** Minutes from the May 5 meeting were distributed. A draft of the Technology Plan will be presented as an agenda item.

**Long-Range Planning Committee:** no report.

**Financial Report:** Dave handed out the monthly financial statement prepared by Harland's Accounting and reviewed the Operating Income and Operating Expenses. Funds were moved from the Working Cash Fund into checking to cover operating costs until tax money is received in June. The Working Cash Fund balance on June 30 will be evaluated at that time.

**Old Business:** none

#### **New Business:**

- 1) **Carey Burdette sign:** The outside wooden sign is in poor condition and needs to be restored. Dave will arrange a lift so it can be taken down and Mike offered to repaint it.
- 2) **Replacement Tax:** The letter from White Oak Township denying the Library's share of the replacement tax was revisited. After discussion, it was decided to contact the IL Department of Revenue and have them evaluate the documentation regarding our entitlement to such tax.
- 3) **Tentative Budget:** Dave distributed the Budget Worksheet outlining the current 2021-2022 budget and proposed budget for 2022-2023. The items generating a big jump in the total budget are: the financial audit estimate, IT maintenance & updates, and technology/data security assessment, along with salary

increases. There was some discussion on the timeline, when to hold the public hearing on the budget, and it was decided to do so in July to give us more time to respond to any public input. Lacey made a motion to adopt the tentative budget as presented and to hold the public hearing at the July 19 meeting.; seconded by Dave. Motion carried unanimously. Dave noted that the value of the wind turbines will continue to depreciate for another 15 years, per the McLean County Assessor's Office.

- 4) **Retention of Attorney:** Hiring of Attorney Phil Lenzini was discussed. A motion was made by Dave and seconded by Beth to retain Phil Lenzini as our attorney for the coming year. Motion carried with 6 ayes and 1 no from Mike.
- 5) **Technology Plan:** After extended discussion by the Policy Committee, a draft of the Technology Plan was prepared and presented to the Board. The plan includes four main areas: Hardware/ Software, Library Services, Staff Technology, and Technology and Information Security. The plan is to be reviewed each year in February to allow time for any budget implications. Mike made a motion to adopt the Technology Plan as presented; seconded by Lacey. Motion carried unanimously.
- 6) **Strategic Plan:** Christie received a proposal from Amanda Standerfer of Fast Forward Libraries LLC for a strategic plan to evaluate and respond to the future needs of our community. Her plan includes a survey, focus groups, and interviews, and recommends Board involvement. After some discussion, Christie was asked to contact Ms. Standerfer with an invitation to attend the June meeting so the Board can learn more about her process and services. Mike made a motion to proceed with the proposed strategic plan; seconded by Lacey. Motion carried unanimously.

**Closed Session:** Jane made a motion to go into Closed Session to discuss employee salaries and staff evaluations; seconded by Lacey. Motion carried unanimously. The Board went into Closed Session at 8:05 pm.

The Board returned to Open Session at 9:00 pm. Lacey made a motion to raise staff salaries as proposed in the Director's recommendations and to increase the Director's salary as approved in Closed Session; seconded by Jane. Mike left before the vote was taken; motion carried with 6 ayes.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 9:03 pm. The next regular meeting will be held Tuesday, June 21, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, June 21, 2022

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members attending were Nick Birky, Lacey Fritsch, David Garrison, and Jane Randall. Mike Miller and Laura Stephenson were absent. Library Director Christie Lau and summer volunteer Lucy Merica were also in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

The **Old Business** item Strategic Plan from Fast Forward Libraries was moved forward, with Amanda Standerfer on Zoom. Ms. Standerfer gave an overview of her proposal for a strategic plan process for our Library, which includes 3 phases: 1) survey, focus groups, and interviews, 2) retreat session to discuss the information gathered, and 3) implementation of the plan. The purpose is to get feedback from the community in order to evaluate and improve the services we offer, to encourage more people to connect with the Library, and to develop a plan to achieve long-term goals. Amanda will be in touch with Christie to get started with the survey. All Board members are to be thinking of people in the community who would be good to contact for input.

**Public Comment:** none

**Correspondence:** none

**Minutes Approved:** There was one change to the minutes from the May 17, 2022 meeting: the second-to-last sentence in #6 under New Business was revised to read, "Mike made a motion to proceed with the strategic plan proposal; seconded by Lacey." The minutes stand approved as corrected.

**Director's Report:** Christie reported that the focus is on the Summer Reading Program right now, with very good numbers participating. There are a number of programs currently scheduled and more in the planning stages for fall. Two library cards were issued and 20 new summer program participants signed up at the Community Market in the Park. Christie is also working on these additional matters: a) review and disposal of old records; b) implementing Hoopla for patrons, tentatively by July 5; c) issuing cards to Unit 5 students in our district; d) review of audit proposals. She also reported that her week in Springfield at the Directors University was very educational and worthwhile.

**President's Report:** Beth explained her response to Mike Miller's emails regarding communications with Amanda Standerfer. She restated her reasons for the Board to work as one unit rather than an individual board member contacting a consultant outside of a planned meeting. Because Mike was not in attendance, Beth will send an email to all Board members regarding this issue.

Beth also noted that she is waiting for an email response from the State regarding the Personal Property Replacement Tax.

**Secretary's Report:** none.

**Long-Range Planning Committee:** no report.

**Finance Committee:** The minutes from the committee meetings on May 12, 2022 and June 9, 2022 were reviewed. It was proposed to move the Financial Audit and Technology/Data Security Risk Assessments line items to the Liability Insurance Fund in the budget. And the tentative budget and public hearing were discussed.

**Policy Committee:** Minutes from the June 9, 2022 committee meeting were distributed. The Bloodborne Pathogen Plan, Donations/Gifts Policy, and Volunteer Policy were all discussed and will be reviewed as agenda items.

**Financial Report:** The public hearing on the tentative budget is scheduled for July 19. The legal notice was published in the Quill on June 9 and the budget is available for review at the Library. Mike's objection to the

format of the Annual Budget and Appropriation Ordinance was forwarded to attorney Phil Lenzini and he stated that a particular format is not required by State statute, that the format we currently have meets legal requirements and can continue to move forward.

The monthly financial statement from Harland's Accounting was reviewed. Tax money has been received from McLean and Woodford Counties, and the Working Cash Fund will be replenished on July 1.

**Old Business:**

The Carey E Burdette sign has been taken down and is at Dave's. Mike is planning on picking up the sign to repaint and Dave will paint the metal bracing.

**New Business:**

- 1) The Policy Committee's proposal of a new policy regarding volunteers was considered. Lacey made a motion to adopt the Volunteer Policy as presented; seconded by Beth. Motion carried unanimously.
- 2) The revised Donations/Gifts Policy was reviewed. Jane made a motion to adopt the Donations/Gifts Policy as presented; seconded by Dave. Motion carried unanimously.
- 3) The Policy Committee had also reviewed the Bloodborne Pathogen Exposure Control Plan and presented a revised draft. It was noted that the Library has all the appropriate supplies recommended in the plan and the staff receives refresher training annually. There were no objections to the Plan. (Unlike a "policy", a board vote is not required for a "plan".)
- 4) Illinois Libraries Present is a collaborative group started by libraries in response to the pandemic. Membership allows smaller libraries access to speakers and programs that they would otherwise be unable to afford. Cost, which is based on population, would be \$80 per year for us. At least 12 programs will be offered to our community via Zoom. After discussion of the Intergovernmental Agreement required for membership, Beth made a motion that we enter into the Illinois Libraries Present Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services; seconded by Jane. Motion carried unanimously.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 8:10 pm. The next regular meeting will be held Tuesday, July 19, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary