

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, May 16, 2023

President Beth Wagner called the meeting to order at 7:20 pm following the Decennial Committee meeting. Other Board members present were David Garrison, Mike Miller, Jane Randall, and Laura Stephenson; Lacey Fritsch attended via Zoom; Nick Birky was absent. Library Director Christie Lau was in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

Oath of Office: Recently elected trustee David Garrison was sworn in.

Election of Officers: Dave nominated Beth Wagner as President of the Board and made a motion to approve her appointment as President; seconded by Jane. Motion carried. Beth made a motion to appoint Lacey Fritsch as Vice President; seconded by Dave. Motion carried. Beth made a motion to appoint David Garrison as Treasurer; seconded by Laura. Motion carried. Dave made a motion to appoint Laura Stephenson as Secretary; seconded by Beth. Motion carried.

Correspondence: none

Approval of Minutes: The minutes of the April 18, 2023, meeting were reviewed. With no additions or corrections, they stand approved as printed.

Director's Report: Christie noted that April was a quieter month than March, but circulation statistics, cards issued, and program attendee numbers were up from April of 2021 and 2022. There are a number of upcoming programs planned and preparations are in full gear for the Summer Reading Program. June 3rd is the kick-off date and the final summer event will take place in the park on July 22. After each activity, the staff evaluates how it has fit into the Strategic Plan. Projects coming up are the redesigning of the library website, inventorying existing records, and applying for the Rob-See-Co grant.

There were no President's or Secretary's Reports.

Finance Committee: The minutes from the May 2 meeting were presented. Budget line-items, including salaries, and the presentation of the tentative budget to the Board were the main focus of the meeting.

Policy Committee: The minutes from the May 2 meeting were presented. The salary schedule was reviewed.

Financial Report: The Financial Report from MCK accounting was presented. Dave reviewed the assets in each fund as of April 30. Tax revenue is expected from McLean County by the end of May and again in June. There were no out-of-the-ordinary expenses for the month.

Old Business:

FY2024 Tentative Budget: The Finance Committee presented the tentative budget to the full Board. Adjustments can still be made as the year draws to a close. A recommended timeline for the Budget & Appropriation Ordinance was put forward, with a publication date of June 15 and the public hearing held at the July 18 Board meeting. Mike voiced strong opposition to proceeding so early with the process and recommended waiting until July to publish and holding the public hearing in August. There was an extended discussion of the advantages/disadvantages of either timeline. Lacey made a motion to adopt the tentative budget as presented with the public hearing scheduled for July 18; seconded by Beth. More discussion and questions followed. Discussion was closed and a vote taken. The motion carried with 5 ayes and 1 nay from Mike.

New Business:

The Board went into Closed Session at 8:25 pm to discuss staff evaluations/salaries, director performance evaluation/salary review, and the trustee vacancy. Mike Miller left the meeting.

The Board returned to Open Session at 9:30 pm and proceeded with New Business.

Lacey made a motion to approve the amended salary schedule as recommended in Closed Session; seconded by Dave. Motion carried with 5 ayes.

Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 9:32 pm. The next regular meeting will be held Tuesday, June 20, 2023, immediately following Decennial Committee meeting at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary