

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, March 21, 2023

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. Nick Birky was absent. Library Director Christie Lau was in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

Public Comment: none

Correspondence: An email from Mike Miller dated February 22, 2023, Re: Correcting a Dysfunctional Board was entered into the record, along with Beth Wagner's response memo. Both documents were reviewed by the Board and no comments were made. An email received from attorney Phil Lenzini will be discussed as an agenda item later in the meeting.

Minutes Approved: The minutes of the February 21, 2023, meeting were reviewed. With no additions or corrections, they stand approved as printed.

Director's Report: Christie reported that the statistics continue to hold steady or slightly improve. There were programs for all age groups in February with good attendance. A variety of programs are planned for March and April, with plans for the summer reading program progressing. Progress on meeting our strategic plan directions were listed. Christie reminded board members to complete their Open Meetings Act training if they have not done so.

Mike pointed out that we should watch how the Unit 5 referendum vote goes on April 4. If it fails, there is a possibility that Carlock Grade School would be closed, and that would directly affect our Library and children's programming. He suggested that we be prepared to communicate with Unit 5 if it fails, noting our partnership with the school and discouraging the Unit 5 Board from taking steps to close the local school.

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

Finance Committee: The minutes from the March 9 meeting will be presented at the April meeting. They discussed the budget line items and any problems anticipated.

Policy Committee: March 9 minutes will be presented at the April meeting. The committee recommendations will be discussed as agenda items.

Financial Report: Dave reviewed the Financial Report for February 2023 from MCK accounting, noting the amount in each of the five funds and the transfers in and out of the funds.

Dave also presented a memo from Cindy Kirby, a local accountant, who was asked to review the financial statements from MCK. She found them "clear and as expected for an organization using Fund Accounting." Mike stated that he appreciates the changes made by MCK since last month's report and noted it as a needed improvement.

Dave distributed a Tax Computation Report received from McLean County. The report states our levy request, calculated rate, and certified rate. We should also be receiving a comparable report from Woodford County very soon.

Old Business:

- 1) **Insurance Quotes:** Christie had no additional information from insurance companies. Beth quoted the Illinois Public Library Trustee Manual, page 23: "Liability insurance for the board should be a part of the liability insurance paid for by the library." Mike disagreed saying trustees should be responsible for their own liability insurance.
- 2) **Decennial Committee:** A memo from Julie Tappendorf of Ancel Glink in Chicago was distributed explaining in more detail the Illinois requirements for the Decennial Committee and offering a sample report. The goal of the committee is to identify ways entities of local government can work together and be more efficient. Residents of our district who have agreed to be members of the Committee are: Kay

Payne, Mary Jo Adams, and either Leslie or Peter Betz. The first meeting will be the first 30 minutes or so of the next scheduled Board meeting in April.

- 3) **Senate Bill 208:** This bill guaranteeing paid leave for all full-time and part-time employees has been signed by the Governor and will go into effect January 1, 2024. The Policy Committee and the Finance Committee will consider how this law will affect our Personnel Policy and budget planning.

New Business:

- 1) **Risk Management Policy:** The Policy Committee drafted a Risk Management Policy to be considered by the full Board. The policy defines risk terms and describes the elements of focus and the expenses related to risk management and loss control. Mike stated that our risk management consists of the commercial insurance that we purchase, and this policy presented isn't what true risk management is. After further discussion, Lacey made a motion that we adopt the Risk Management Policy as presented; seconded by Dave. Motion carried with 5 ayes and 1 nay from Mike.
- 2) **Investment of Public Funds Policy:** After discussion, it was decided to return this item to the Policy Committee for further consideration.
A Policy Committee meeting was scheduled for Thursday, April 6 at 6:30, with a Finance Committee meeting immediately following.
- 3) **Reallocation of Budget Line Items:** Dave noted that monies can be reallocated within a fund with Board approval. And money can be moved from the Corporate/Operating Fund to the Social Security Fund, but NOT moved out of the Social Security Fund because it is a restricted account. An email was received from attorney Phil Lenzini answering questions sent to him about the legality of reallocating expenses. Because some line item expenses were greater than expected, it has become necessary to reallocate some funds in four areas of the FY23 budget. After discussion, individual motions were made to move funds in four areas:
Mike made a motion to move \$320 from Miscellaneous to Construction Loan; seconded by Beth. Motion carried 6-0.
Jane made a motion to add \$2,000 to Attorney expenses from Contingency, Financial Audit, and IT Assessment; seconded by Beth. Motion carried with 5 ayes and 1 nay from Mike.
Mike made a motion to move \$400 from Contingency to Library Supplies; seconded by Beth. Motion carried 6-0.
Mike made a motion to add \$445 to Computer Equipment from Miscellaneous; seconded by Beth. Motion carried 6-0.
In addition, Jane made a motion to transfer \$4,000 from Financial Audit in the Corporate/Operating Fund to the Social Security Fund; seconded by Beth. Motion carried with 4 ayes, 1 nay from Mike, and 1 abstention from Laura.
Mike's objection was because he felt such action was inconsistent with our current ordinance and that an amendment to the Budget and Appropriations Ordinance was needed, not just a motion to reallocate.

A motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 8:07 pm. The next regular meeting will be held April 18, 2023, at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary