

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, February 20, 2024

President, Beth Wagner, called the meeting to order at 6:30 pm. Board members present were David Garrison, Nick Birky, Kevin Moore, and Laura Stephenson. Mike Miller was absent. Library Director Christie Lau was in attendance. There were no visitors. The meeting was recorded. The Pledge of Allegiance was recited.

#### Public Comment:

- No members of the public were present, so there was no public comment

#### Correspondence:

- No correspondence

#### Approval of Minutes

- Regular Board Meeting January 16, 2024 - approved as corrected (Mike Miller's absence was not recorded)

#### Reports

- **Library Director:** The statistics are holding steady with an increase in digital resource use, although physical book use remains the higher number. Programs for children continue to be the highest attended. Programs for all ages are available. A number of administrative tasks were completed in January as well. Board members will be receiving their economic interest forms soon. The ASL class was well attended and available to all ages.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Policy Committee:** No report

#### Financial Reports:

- **Financial Statements January 2024:**
  - In December, \$35,000 was moved into the operating fund from the working cash fund. Overall bills in December were lighter than a typical month. We are still expecting to need to borrow money from another fund to meet operating expenses in April while we await our final tax payments in May & June.

#### Old Business:

- **Board Member Position:** There was one applicant for the open board position. Dawn Neblock had previously applied for an open position and the board went with another candidate. From conversations, Dawn is passionate about the library. Dave made a

motion to approve Dawn as a board member. Nick seconded the motion. Motion passed unanimously.

- **Library Security:** Nothing new to report

**New Business:**

- **Building & Maintenance FY 2024 Expenses:** Maintenance fees for basic maintenance and repairs so far have totalled a little over \$2,000. There is a chance to move money from the special reserve fund to cover those expenses. In the past, our service bills have been paid out of unappropriated equity, but they are allowed to be paid out of the special reserve fund. Previously, these movements would have just happened. The current board policy is for a vote to happen on any fund movement. Nick made a motion to move the money from the special reserve fund to the unappropriated fund to cover those maintenance & repair expenses. Kevin seconded the motion. Motion passed unanimously.
- **Employee & Library Direction Performance Evaluation & Salary Review Processes & Timeline:** Over the course of the next 2-3 months, employee evaluations will be taking place. In March, employees will complete a self evaluation. In April, the library director completes an evaluation & meets with each employee. In May, the library director will bring those evaluations as well as recommendations for employment and wages to the library board. During this same time, the board president will get information about the director's performance from the other library employees. The director will also complete a self evaluation as well as a performance review with the board president. The board will then discuss & complete a full evaluation of the library director. The goal is to be able to provide information about any wage increases before June ends - which is in time for budgeting for the next fiscal year.

**Upcoming meetings:**

- Next regular meeting: March 19, 2024 at 6:30pm.

Laura made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. Meeting adjourned at 7:13pm.

Respectfully submitted,  
Laura Stephenson, Secretary