

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, August 19, 2025

Vice President, Nick Birky, called the meeting to order at 6:35pm. Board members present were David Garrison, Cynthia Edmonds-Cady, and Laura Stephenson. Beth Wagner, Dawn Neblock, and Kevin Moore were absent. Library Director Christie Lau was in attendance. The Pledge of Allegiance was recited.

Public Comment:

- There was no public comment

Correspondence:

- There was a letter from the Secretary of State that we will be getting our Capital Grant. The check came yesterday.
- Another letter from the Secretary of State sharing new legislation enhancing library safety. There will be grants available to purchase things such as security cameras, alarms, and checkpoints.

Approval of Minutes:

- Regular Board Meeting June 2025: Nick made a motion to approve the minutes as read. Cynthia seconded the motion. Motion passed unanimously.
- Regular Board Meeting July 2025: Nick made a motion to approve the minutes as read. Dave seconded the motion. Motion passed unanimously.

Reports

- **Library Director:**
 - **July monthly report** - Key statistics are holding steady compared to last month and last year. Children's books represent 61% of the total checkouts in July. IPLAR report is due at the end of the month. There are many reports that have been worked on in July. The process of getting connections made with the elementary school for this school year have been started. It appears that the Carlock community market being across the street has increased traffic on Tuesday evenings.
 - **2025 Summer Reading Program Summary** - There were 325 people registered for the summer reading, but 186 actively participated. The summer programs were well-attended. There were 15 responses to the survey that the library sent out about the summer reading program. Overall feedback was positive. There were a few suggestions for programs that they would like in the future.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report

- **Marketing Committee:** The marketing committee had their first meeting. Some of the suggestions will be discussed later.
- **Policy Committee:** No report

Financial Reports:

- **Financial Statements July 2025:** At the end of the fiscal year, we were able to move money into the special reserve fund and we are able to make our mortgage payment. The first of the tax monies have arrived as well. We will still need to make a decision regarding how we handle the new bank note since we will be getting a new bond rate soon.

Old Business:

- **Directors & Officers Liability Insurance:** The insurance company provided a quote and application in case we determine that we want to get this insurance that would cover the board and the director. This is considered a standard policy for boards and directors to carry. Dave made a motion to purchase this insurance. Nick seconded the motion. Motion passed unanimously.
- **Marketing Annual report/meeting:** The marketing committee met and talked through the suggested mailing that the board looked at in July. Christie made some changes to the mailing based on the suggestions and she feels at this point that it is a little underwhelming. She provided a second option that would advertise an open house for the board members, as well as the friends of the library, to talk with patrons as well as get people into the library. Everyone is leaning towards option 2, which is the open house. The committee will meet again to finalize the details of the open house.

New Business:

- **FY2025 Treasurer's Report:** The treasurer's report is required to be filed and published in the newspaper. Nick made a motion to approve the report as written. Cynthia seconded the motion. Motion passed unanimously.
- **2025 IPLAR Draft:** This report goes to the Illinois State Library (and eventually to the federal level) and is required to be completed yearly. It covers a wide range of information about the library, such as the building, circulation, and employees. It is primarily created by consolidating information from the director's monthly reports. Nick made a motion to approve the draft of the IPLAR. Dave seconded the motion. Motion passed unanimously.
- **Tax Levy Worksheet:** The board cannot act on this ordinance until after the building and maintenance ordinance 30 days wait time is complete. However, it was important to at least talk through the ordinance in preparation for the September meeting. The board will need to make a decision about either shaving \$17,000 off the budget & appropriation or completing a truth in taxation. Dave made a motion to approve the tax levy numbers as they have been worked out, provided that the building & maintenance ordinance goes through. Nick seconded the motion. Motion passed unanimously.

Upcoming meetings:

- Next regular meeting: September 16, 2025 at 6:30pm

Laura made a motion to adjourn the meeting. Cynthia seconded the motion. Motion carried unanimously. The meeting adjourned at 8:05 pm.

Respectfully submitted,
Laura Stephenson, Secretary