

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, August 16, 2022

President Beth Wagner called the meeting to order at 6:31 pm. Other Board members attending were Nick Birky, Lacey Fritsch, David Garrison, and Laura Stephenson. Mike Miller and Jane Randall were absent. Library Director Christie Lau was also in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

Correspondence: None.

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

Director's Report: 1) The circulation desk and program coordinator positions were posted. There were 8 local applicants and were all very qualified. Offers for the position will be extended later in the week. 2) The summer reading program concluded on July 30th. There were 193 participants in this year's program. Success of the program was attributed to it being well organized and marketed. There were 82 individuals at the final event. 3) Hoopla went live on July 5th. As of the meeting, 41 items have been checked out in August. 4) Carlock Library has been present at the Carlock Community Market once a month. Rachel has been promoting Hoopla and will be promoting library cards next month. 5) The IPLAR report is due on September 1. Copies of the report are available with Christie or can be emailed if requested.

Finance Committee: The minutes from the committee meeting on August 3, 2022 were presented, which included discussion of activities and duties to be handled by the new accountant.

Policy Committee: The minutes from the committee meeting on August 3, 2022 were presented, which included discussion of the Personnel Policy and the Carrying Guns Policy.

Financial Report: Reports ending July 31, 2022 were presented. \$14,378.98 has been received from Woodford County. The designated gifts fund reflects memorials from Linda Spencer and Doris Henderson.

Old Business:

- 1) The survey for the strategic plan has been uploaded into survey monkey. There are 18 questions and should take between 5 and 10 minutes to complete. The survey will open on August 18 and will remain open for 6 weeks. The survey link will be posted on social media channels and a postcard with a QR code will be mailed to all residents. There is also the option to fill out the survey on paper in the library or to talk to Christie directly. The retreat is scheduled for October 17th from 6-9 PM.
- 2) The Friends of the Library met and discussed having a standard to honor and recognize volunteers and people of importance to the library. There is approximately \$2,400 in donations to the library and another \$600 from the Friends of the Library. One possibility the board discussed was to do a painted bookcase like in the library entrance hall.

- 3) Accounting services request sheet will be sent out to ten firms or persons. Responses will be sent to the finance committee for review before the September 20th meeting. The Finance Committee will meet on September 19th at 6:30 pm.

New Business:

- 1) The corrected draft of the Tax Levy Ordinance was received and presented. Beth made a motion to accept Ordinance 2022-04 as presented; seconded by Laura. Motion carried with 5 ayes.
- 2) The Carrying Guns in the Library Policy was reviewed. Dave motioned to accept the Carrying Guns in the Library Policy as presented; seconded by Nick. Motion carried with 5 ayes.
- 3) The Personnel Policy was reviewed. Beth motioned to accept the Personnel Policy as presented; seconded by Laura. Motion carried with 5 ayes.
- 4) Phil Harland put together the Approval for Public Notice Annual Newspaper Report. It will be published in the Quill. Lacey motioned to approve the Public Notice Annual Newspaper Report; seconded by Beth. Motioned carried with 5 ayes.
- 5) Phil Harland prepared the Annual Financial Report. This report needs a 3/5ths majority to send to the State Comptroller. Nick motioned to approve the State Comptroller Report; seconded by Laura. Motion carried with 5 ayes.
- 6) The Decennial Committee will need to be formed to review the efficiency of the board. Rails will be sending more information soon. The committee needs to be created by June 9th, 2023 and must meet 3 times in one year and again in 10 years. The discussion was tabled until more information is available.
- 7) The review of closed meeting minutes was tabled as Jane was not available.

Being no further business, a motion was made by Dave to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 7:51 pm. The next regular meeting will be held Tuesday, September 20, 2022, at 6:30 pm.

Respectfully submitted,
Lacey Fritsch, Vice President