

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, April 18, 2023

President Beth Wagner called the meeting to order at 7:16 pm following the Decennial Committee meeting. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Jane Randall, and Laura Stephenson. Mike Miller was absent. Library Director Christie Lau was in attendance. The meeting was not recorded due to equipment issues.

The Pledge of Allegiance was recited.

Public Comment: none

Correspondence: 1) A letter was received from Sheila Scatena describing a mobility problem she had at the Library on an earlier date. She suggested that the Library purchase a wheel chair for patrons who need physical assistance and offered a donation. After considering her recommendation and consulting with others, Christie returned her check with a letter explaining why we would not be moving forward with the suggested purchase. 2) An email was received from Trustee Mike Miller on March 24 with a proposal for Board discussion on paying down our construction loan with Special Reserve Fund monies. Christie provided Board members with information from the Secretary of State's office regarding the use of Special Reserve Funds and the CPLD's 2019 Special Reserve Fund ordinances. 3) An email was received from Mike Miller on April 5 requesting that the Board censure President Beth Wagner and Library Director Christie Lau for filing a false Truth in Taxation Certification. Beth responded to him via text message that he would need to request to have this issue put on the agenda for discussion if he wished to proceed. That step has not been taken at this time.

Dave made a motion to condemn monthly correspondence outside of meetings. Beth reminded the Board that a vote cannot be taken on any issue unless it is an agenda item. It was noted that numerous directives have been issued in the past to Board members to limit discussion of issues to meetings only because of the risk of violating the Open Meetings Act.

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 distributed the 3rd Quarter report covering January-March. Numbers remain good. Programs are being offered to all ages groups with an average of over 200 participants each month. An additional Story Time is being considered in the fall because of the large number of attendees. Christie reviewed how activities and a planned survey of Story Time parents fit into our overall Strategic Plan.

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

Finance Committee: The minutes from the March 9 and April 6 meetings were presented. Budget recommendations, reallocations, and timeline for the budget ordinance were discussed at the March meeting. At the April meeting, Dave reported on his talks with Tisha McKinney, the tax administrator of McLean County, which resolved the tax computation and Truth in Taxation issue. The possibility of levying a maintenance fund tax was discussed, along with employee salaries.

Policy Committee: The minutes from the March 9 and April 6 meetings were presented. Discussion focused on the Risk Management Policy and the Investment Public Funds Policy, which is an agenda item for tonight.

Financial Report: Dave reviewed the Financial Report for March 2023 from MCK accounting. The remaining tax funds are expected from McLean County in early May. Country Companies insurance bill was higher than expected due to an increase in their rates, and utility costs are markedly up, so these concerns will have to be addressed in budget planning.

Old Business:

- 1) **Investment of Public Funds Policy:** The Policy Committee discussed and recommended revision of the Library's By-Laws to include an additional Article X: Investment of Public Funds Policy. To address Mike's earlier concerns, Illinois statutes were reviewed and Article X, Section 1 states: "All investment policies and procedures of the Carlock Public Library District will be in accordance with Illinois law."

Lacey made a motion to approve the revision of the By-Laws including the Investment of Public Funds Policy; seconded by Laura. Motion carried unanimously 6-0.

New Business:

- 1) **Engagement of Attorney:** After discussion, Dave made a motion to engage attorney Phil Lenzini for ordinance support and preparation; seconded by Beth. Motion carried unanimously 6-0.
- 2) **Tentative Budget:** Christie distributed the Budget Worksheet for FY24. She noted that the budget figures are an estimate of what our appropriations will be and we are telling the State the maximum amount we would spend. We cannot legally spend money that is not appropriated so a cushion must be included in case unforeseen expenses arise. No action is necessary tonight on the budget. Christie asked Board members to look at the numbers and bring up any questions they might have. Mandated salary increases and a website rebuild/redesign are to be considered.
- 3) **Maintenance and Building Fund Tax:** The Finance Committee, as well as Attorney Lenzini, recommended the establishment of this tax, which could be used for anything building related, such as mortgage payments, furniture and equipment, roofing, etc. It would be additional tax income equal to 2% of the current tax levy, approximately \$23,000. It was noted that the roof and the boiler are large expenses that are expected sometime in the future and this money could be saved up for those costs. After consideration, Nick made a motion to move forward with the establishment of the Maintenance and Building Fund Tax and have Phil Lenzini start the process and paperwork; seconded by Lacey. Motion carried unanimously 6-0.
- 4) **Trustee vacancy:** Jane did not run for reelection so her position will need to be filled. By law, the vacancy is to be filled by appointment within 90 days from the May meeting date. Christie handed out suggested actions/timeline and an application form for interested people to complete. Laura and Dave agreed to be on the search committee and will meet May 11 at 6:30 pm to review applicants.
- 5) **Resolution of Appreciation:** A Resolution of Appreciation for Outgoing Board Member Jane Randall was read. Beth made a motion to accept the Resolution; seconded by Lacey. Motion carried 5-0 with an abstention from Jane.

Finance Committee and Policy Committee meetings were scheduled for Thursday, May 2, 2023, at 6:30 pm and 7 pm respectively.

A motion was made by Lacey to adjourn; seconded by Dave. Motion carried. The meeting was adjourned at 8:35 pm. The next regular meeting will be held May 16, 2023, immediately following the Decennial Committee meeting at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary