

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, April 15, 2025

President, Beth Wagner, called the meeting to order at 6:30pm. Board members present were David Garrison, Nick Birky, and Laura Stephenson. Kevin Moore arrived at 6:31. Dawn Neblock, and Mike Miller 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 no correspondence

#### Approval of Minutes

- Regular Board Meeting from March 2025 - approved as read.

#### Reports

- **Library Director:**
  - **March monthly report** - Numbers are still holding steady and trending upward compared to the last couple of years. Story time continues to be the highest attended program. Overall program numbers were slightly down, likely due to spring break. All staff members have completed their sexual harassment training. Job offers were extended to two new employees. One of these is a summer employee, who is a current college student. The other has some library experience already.
  - **Required Training** - Christie reminded the board members about their required training(s).
- **President:** No report
- **Secretary:** No report
- **Finance Committee:**
  - April 3, 2025 Meeting: The committee discussed how not taking the full levy impacts the budget of the library over time. With rising expenses, the board will need to consider doing a truth in taxation to go over the maximum allowed.
- **Policy Committee:**
  - April 3, 2025 Meeting: The policy committee reviewed 3 policies. All three are part of new business in tonight's meeting.

#### Financial Reports:

- **Financial Statements March 2025:** As approved at the April meeting, \$36,000 was moved from the working cash fund to the corporate general fund to cover the gap until new tax funds arrive in May. We are also expecting the per capita grant to arrive

sometime soon, but that timeline is in question based on funding from the federal government. The library will end the fiscal year in the black. The money market account must have at least \$10,000 in it to keep that account open. The loan on the building is still at \$433,305.11. A little over \$35,000 is due towards that loan on September 5, 2025.

#### **Old Business:**

- **FY2026 Preliminary Budget** - The current budget is on track. The only line items that are higher than anticipated are Hoopla and RSA. RSA raised their rate and Hoopla has been utilized more than anticipated. There are a couple of line items that will be eliminated in the next budget (audio books and sound CDs are two examples).

#### **New Business:**

- April election & vacancies: Kevin & Beth were both re-elected, pending certification which happens tomorrow. There are still two vacant positions on the board that need to be filled through appointment. The board had discussed appointing Dawn Neblock again and she is willing to fill one of those positions. Dave made a motion to appoint Dawn Neblock for one of the vacant positions. Kevin seconded the motion. Motion passed unanimously. Christie will put out information within the library and on library social media asking for people who are interested in being appointed to apply.
- Risk Management Policy: Nothing within the body of the policy has changed. Dave made a motion to accept the policy. Beth seconded the motion. Motion passed unanimously.
- Technology Plan: There are few changes to the technology plan. The biggest changes are references to the website ADA compliance, which is a new legal requirement. Beth noticed a typo on page 6 of the specs of the library director computer. That will be corrected. Beth made a motion to approve the policy. Kevin seconded the motion. Motion passed unanimously.
- Job Descriptions: The main change to job descriptions was the addition of the physical demands of each job. In the new fiscal year, the library will be joining HR Source. One of their services is to look over the job descriptions and make recommendations, so these may change once we have their services. Laura made a motion to accept this policy. Nick seconded the motion. Motion passed unanimously.

#### **Upcoming meetings:**

- Next regular meeting: May 20, 2025 at 6:30pm
- Next policy committee meeting: May 1, 2025 at 6:30pm
- Next finance committee meeting: May 1, 2025 following the policy committee meeting

Dave made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. Meeting adjourned at 7:42pm.

Respectfully submitted,  
Laura Stephenson, Secretary