

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, July 19, 2022

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

The Pledge of Allegiance was recited.

With no public in attendance for the Public Hearing for the Annual Budget and Appropriation, discussion was delayed to later in the meeting.

**Public Comment:** none

**Correspondence:** Christie received a letter from Illinois Prairie Foundation regarding the disbursement of funds from the estate of Doris Henderson, a long-time patron and advocate of our Library. She has left Carlock Library a gift of over \$10,000 with no restrictions to how it is used. Christie asked that thought be given on how to utilize the money in a way to honor Doris's memory.

**Minutes Approved:** There were no corrections or additions to the minutes from the June 21, 2022 meeting; they stand approved as printed.

**Director's Report:** 1) Christie reported that our adult program coordinator Ashley Litwiller has accepted a full-time teaching position so she will be leaving her post on July 30. Christie will be advertising for her position (8-10 hour per week) as well as the circulation desk position (10-12 hours per week) formerly held by Linda Spencer. 2) The Illinois Public Library Annual Report (IPLAR) is due September 1. Two Board members are needed to audit the minutes from FY2021-22; Lacey and Mike volunteered. 3) Christie distributed the 4<sup>th</sup> Quarter Director's Report (April-June 2022). Circulation numbers were slightly up and new patron cards was slightly down from 3<sup>rd</sup> Quarter. Computer use and attendance were noticeably up and the meeting room is being well-used, which is reflected in the increased program attendance. Christie also handed out the Summary for Fiscal Year 2022. Circulation is down a little while new patron cards are holding fairly steady. The biggest success for the year was the number of programs offered (84) with 1,685 total attendees. The plan for this coming year is to focus on the teen audience and to keep trying to increase circulation and new cards. Mike noted that there has been a steady decline in numbers since 2016-17. Christie felt that a big reason for that is the decrease in DVD check-outs.

There were no reports from the President, Secretary or Long-Range Planning Committee.

**Finance Committee:** The minutes from the committee meeting on July 6, 2022 were presented, which included discussion of the proposals for the financial audit and tax money received.

**Policy Committee:** No recent meetings were held. Discussion of policies is an agenda item.

**Financial Report:** June 30 was the end of the Fiscal Year so the Operating Fund is at zero as of that date. The Social Security, Liability Insurance, Designated Gifts, and Per Capita Grant Funds are carried over. The Operating Cash Reserve Fund was put aside, with approximately \$35,000 in the Working Cash Fund and \$115,000 in the Special Reserve Fund. Dave reported that our name has been corrected on the loan papers from Heartland Bank.

#### **Old Business:**

- 1) Potential dates for the Board strategic planning retreat were discussed and Monday evening, October 17 was settled upon.
- 2) The Community Survey was discussed. Christie and Amanda Standerfer prepared the questions which were reviewed by a survey consultant from Fast Forward Libraries. Mike suggested that a question indicating which township the respondent lives in be added, and Beth suggested a map of the townships be available for reference. Mike also suggested adding local history documents to the

materials list. The questions of email contacts and the possibility of duplicate surveys were discussed, and Christie will explore those questions with Amanda. The Survey Distribution Strategy was examined, reviewing all the methods of encouraging survey responses from community citizens.

#### **New Business:**

- 1) Phil Harland, our current accountant, has informed Dave that he will be retiring soon, so the need for a replacement was discussed. Mike proposed purchasing accounting software and using a local person to generate needed reports. He will make some calls to find potential candidates. Other means of finding a replacement were discussed, noting that besides paying bills, payroll, taxes, and State reports would be part of the job.
- 2) Proposals for auditing services were received from three firms: a) CliftonLarsonAllen of Bloomington: \$10,000; MCK CPAs & Advisors of Bloomington: \$8,000; Striegel Knobloch & Company of Bloomington: \$3,750. After discussion, Mike made a motion to hire Striegel Knobloch for an audit of the financial statements for FY2022 as proposed; seconded by Lacey. Motion carried unanimously.
- 3) Beth gave an update on the Personal Property Replacement Tax situation with White Oak Township. She received an email response from the Illinois Dept. of Revenue, Local Tax Allocation. They stated that if the tax levy was done and was reported to the State, Carlock Library would be entitled to the replacement tax. Dave will investigate this further with the McLean County Clerk's Office.
- 4) Ordinance 2022-01, schedule of meeting dates for 2022-23, was reviewed. Jane made a motion to adopt Ordinance 2022-01 as proposed; seconded by Dave. Motion carried unanimously.
- 5) Ordinance 2022-02 regarding confidentiality of library records was reviewed. Mike suggested that Board members be added to those to whom records are accessible. Christie explained that the wording comes directly from Illinois statutes. Lacey made a motion to adopt Ordinance 2022-02 as drafted; seconded by Beth. Motion carried with 5 ayes and 1 nay from Mike.
- 6) No one from the public appeared for the hearing on the budget and appropriation, so discussion moved forward. Lacey suggested that the accounting fees be increased from \$8,000 to \$10,000 and the audit fees be reduced from \$10,000 to \$8,000 (leaving the total the same) – because of the uncertain costs of replacing our accountant and the auditing quote from Striegel Knobloch. Mike stated a number of objections to the budget including a) what he saw as a discrepancy between anticipated expenses and anticipated revenue; b) an unnecessary large percentage increase in the insurance and risk management funds, among others, and c) an unreasonable maximizing of the tax levy. After further discussion, Lacey made a motion to adopt Ordinance 2022-03, Annual Budget and Appropriation with the revised accounting and auditing fees; seconded by Nick. Motion carried with 5 ayes and 1 nay from Mike.
- 7) There was discussion of how to use the monetary gifts made in memory of Linda Spencer. Suggestions were: a) erecting a Little Free Library in Carlock Park dedicated to Linda, perhaps with a bench alongside, or b) creating a fund or scholarship for special programs about subjects that were of special interest to Linda, such as quilting. There will be further consideration of these possibilities in partnership with the Friends.
- 8) A list of the Library's current policies and plans was distributed, along with a list of sample policies from other IL public libraries. After a short discussion, Dave made a motion that the Policy Committee review potential policies and made recommendations to the full Board if they think additional policies are needed; seconded by Beth Motion carried with 5 ayes and 1 nay from Mike.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 9:00 pm. The next regular meeting will be held Tuesday, August 16, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# 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 30<sup>th</sup>. 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 5<sup>th</sup>. 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 17<sup>th</sup> 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 20<sup>th</sup> meeting. The Finance Committee will meet on September 19<sup>th</sup> 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 9<sup>th</sup>, 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

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, September 20, 2022

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Law was also present. The meeting was recorded.

The Pledge of Allegiance was recited.

There was no correspondence.

**Minutes Approved:** The minutes of the August 16, 2022 were reviewed. There were three minor wording corrections made; they stand approved as corrected.

**Director's Report:** Christie reported: 1) Two new employees, Janine Beilfuss and Kristie King, started on August 24. They are being trained for both the Circulation Desk and Program Coordination, and it is going well. 2) The IPLAR Report and Comptroller Report have been completed and submitted to the State. The Annual Financial Report has been completed and published in the Quill. A copy of the Comptroller Report, Annual Financial Report, and Budget and Tax Levy Ordinances have all been filed with White Oak and Woodford County Clerks. 3) Strategic Plan update: The community survey will continue to be available to residents through September 30. Multiple methods are being used to encourage as many people to respond as possible. The Board retreat to review the survey results is scheduled for Monday, October 17. 4) There is a full schedule of programs and events for all age groups throughout September, October, and into November. 5) Circulation was down from July to August, but Hoopla check-outs of 98 were impressive for its first month of operation. 6) Christie will attend the ILA Conference in the Chicago area from October 18-20 and will be co-presenting a session with Bloomington and Normal libraries on post-pandemic programming.

There were no reports from the President, Secretary or Long-Range Planning Committee.

**Finance Committee:** The minutes from the committee meeting on September 19, 2022 were presented. Requests for proposals to do our accounting were sent out to ten individuals or firms, with only two workable responses. The Committee recommended that the Board move forward with MCK firm of Bloomington. Discussion of a new accountant is a later agenda item.

**Policy Committee:** A committee meeting has been rescheduled for October 13.

**Financial Report:** Dave reported that August was a quiet month with no additional tax funds received from McLean nor Woodford Counties. \$10,000 was transferred from the Working Cash fund to cover August's bills. The \$35,000 construction bond payment was made the first week of September with money transferred from the Special Reserve Fund.

#### Old Business:

- 1) An update on the Strategic Plan was included in Christie's Director's report.
- 2) There was continued dialog on the options for honoring Linda Spencer and others. Christie reported on suggestions and preferences discussed at yesterday's Friends of the Library meeting. After further consideration, Beth made a motion to move forward with a painted mural in the entryway, a companion to, but distinguishable from, the donor bookcase currently there, and to continue to explore who might be included on the mural; seconded by Lacey. Motion carried unanimously.
- 3) There was extensive discussion on the two options for hiring a new accounting service: a) hiring Cindy Kirby as a consultant to set up a new system and then finding a bookkeeper to do the routine responsibilities, and b) hiring MCK firm of Bloomington. Consideration was given to the advantages of using someone locally—Mike especially stressed the importance of this, and the transition challenges caused by not having a bookkeeper in place. After discussion, Lacey made a motion to follow the

Finance Committee's recommendation of hiring MCK as our new accounting service; seconded by Nick. Motion carried with 5 ayes, 1 abstention from Jane, and 1 nay from Mike.

**New Business:**

- 1) **Standards Review:** Christie distributed a list of the Core Standards and chapter checklists from *Serving our Public 4.0 Standards for Illinois Public Libraries*, which is to be reviewed for the Per Capita Grant process. In her judgment, there are no glaring areas of neglect, but two matters that we may want to focus on this year are Safety and Technology. Christie asked that all Board members look over the list and let her know if there are other areas that they believe should be prioritized. Beth expressed an interest in training workshops for Board members.
- 2) **SOAR:** Evaluation of our Strengths, Opportunities, Aspirations, and Results is a data gathering exercise for the strategic plan. The Board brainstormed and listed items they considered the Library has or wants to achieve in each of these areas. The library staff also did this exercise. Christie will share the results with Amanda Standerfer of Fast Forward Libraries, and the Board will include these areas of discussion at the October 17 retreat.

At 8:12 pm, Jane made a motion to go into Closed Session to discuss the Closed Session minutes from previous meetings.

The Board returned to Open Session at 8:25 pm.

A motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:26 pm. The next meeting will be held October 18, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, October 18, 2022

President Beth Wagner called the meeting to order at 6:31 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. The meeting was recorded.

**Correspondence:** Christie had passed on a letter to Dave which was received from the McLean County Board of Review regarding taxes on a property owned by Carle Medical Foundation. As a recipient of taxes from this parcel of ground, the Library was notified that taxes have not been paid. Carle has a short period of time to respond, and we will be kept informed of the status of the tax situation and given time to respond if necessary.

**Minutes Approved:** The minutes of the September 20, 2022, were reviewed. There were no additions or corrections; they stand approved as printed.

**Director's Report:** Christie attended a conference in Chicago today so was not present. She submitted a written 1<sup>st</sup> Quarter Report. The Board reviewed it and commented that things look good, that there is a significant increase in the number of programs being offered. Also, the increase in juvenile cards resulting from the Intergovernmental Agreement with Unit 5 was noted.

There were no reports from the President, Secretary, Finance Committee, nor Long-Range Planning Committee.

**Policy Committee:** The minutes from the committee meeting on October 13, 2022, were presented. Two items were reviewed by the Committee. Some minor changes were made to the Job Descriptions for Library Director and Program Coordinator. In the Public Use of Library Policy, the non-resident fee information was removed because the library opted out of non-resident cards. Both these documents will be put on November's agenda for a vote on the revisions. A Policy Committee meeting has been scheduled for Tuesday, November 1.

**Financial Report:** Dave reported that the September 30, 2022, monthly report is the last one from Harland's Accounting. The new accounting service is a later agenda item. Tax monies have been received from McLean County - \$26,222, and Woodford County - \$10,527. There will be another payout in November and then no more received until near the end of our fiscal year in 2023. Dave reviewed the balances in each of our funds.

#### Old Business:

- 4) **Strategic Plan:** The Board Retreat with Amanda Standerfer was held on Monday, October 17. The results of the citizen survey were reviewed and the vision for the future 3-5 years was explored. Board members felt it was a positive experience. Amanda will come back to us with a compilation of the ideas and remarks from the retreat.
- 5) **New Accountant:** Dave noted that MCK CPAs & Advisors became our new accounting services provider as of October 1. He reviewed the changes in the process of paying salaries and bills.

#### New Business:

- 3) **Community Christmas Tree Lighting:** Lacey reported that the community event will take place on Friday, December 2, with sleigh rides, Santa, and the lighting of the Christmas tree across from the Library. Christie will be communicating with the chairs of the events, Ryan and Sara Eaves, to define the Library's involvement and participation.
- 4) **Library Holiday Party:** A date was settled on for the staff holiday party: Wednesday, December 7 at 6 pm. It will be a potluck event with the Board providing the meal for staff and volunteers. Lacey will do invitations. Lacey made a motion to purchase \$50 Visa gift cards for 7 employees and 2 volunteers; seconded by Jane. Motion carried unanimously.

A motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 7:09 pm. The next meeting will be held November 15, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, November 15, 2022

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance.

The Pledge of Allegiance was recited.

**Correspondence:** 1) A letter was received from the Woodford County Assessment Office with information about their EAV, Equalized Assessed Value. 2) Mike Miller wanted his October 3, 2022, email entered into the record. It states his objection to the process the Board used to adopt the Tax Levy Ordinance this year. Mike believes that the increase of greater than 5% tax levy required a separate public hearing.

**Minutes Approved:** The minutes of the October 18, 2022, were reviewed. There were no additions or corrections; they stand approved as printed.

**Director's Report:** 1) Circulation and patron card numbers were up. Walk-ins will be monitored manually due to some inaccuracies of the door counter. 2) There were 390 participants in 18 programs in October. 3) The Library is building a relationship with Carlock Elementary school. The K-5 students have been visiting the Library each month and checking out books. 4) Mid-year performance discussions with all staff have been completed. 5) Two computers have been replaced and the second receipt printer has been repaired so there are two full workstations for patrons to check-out. 6) Patron cards have been redesigned and ordered. 7) Christie distributed a list of recently completed projects along with plans for ongoing projects. She also distributed a Programming Strategy with a list of programs offered this year and calendar of proposed programs for fall and winter using existing staff and resources. 7) Christie reviewed her participation in the IL Library Association conference October 18-20. She co-presented a session and attended a number of worthwhile sessions, gleaning a variety of ideas that she will be sharing with staff.

There were no reports from the President, Secretary, nor Long-Range Planning Committee.

**Finance Committee:** The minutes from the committee meeting on November 1 were presented. Dave reported that they discussed the changeover to MCK accounting firm. The Finance Committee will meet again on Thursday, December 1 at 6:30 pm.

**Policy Committee:** The minutes from the committee meeting on November 1 were presented. Beth reported that all the Policies and Plans have been updated and a review schedule has been created to ensure policies will stay up-to-date. The Policy Committee will meet again on Thursday, December 1 at 7:30 pm.

**Financial Report:** MCK CPAs & Advisors became our new accounting services provider as of October 1. They submitted two financial reports, which are samples of the types of reports they can generate for us. A discussion followed on the type of information we need in our monthly reports. Mike stressed that we need an "income statement" for each of the five funds listing income, expenses, and interfund transfers, thus corresponding with the appropriation budget structure. There will be further communication with MCK to let them know what format we require. The transition from Harland Accounting to MCK is challenging because it comes within our fiscal year.

#### **Old Business:**

**Strategic Plan:** Christie has continued working with Amanda Standerfer of Fast Forward Libraries as the results from the public survey and Board retreat were compiled. After considering the options for the Library's Vision, the Board settled tentatively on "Building connections to encourage and support lifelong learning". Amanda determined three Strategic Directions: 1) Library value, 2) Learn and discover, and 3) Organizational Excellence. Activities designed to move toward each of these goals were defined, along with methods to measure our success in reaching the objectives. The Strategic Plan will be reviewed and

voted upon at the January 2023 meeting, and as a working document, will be revisited on a regular basis. A community engagement survey is planned again in 3 to 5 years.

**New Business:**

- 1) **Job Description Policy:** A few minor changes were made since job descriptions were revised last year. After some questions about wording from Mike, the policy will be sent back to the Policy Committee for revision.
- 2) **Public Use of Library Policy:** Guidelines for using Hoopla digital service was added. After review, Lacey made a motion to approve the revised Public Use of Library Policy; seconded by Dave. Motion carried unanimously.
- 3) **Timeline for Consolidate Election:** Christie distributed the election timeline. Packets for those interested in running for the (2) open board positions are available at the front desk, and are to be completed and turned in by December 19. Plans for publicizing the filing process was discussed.
- 4) **Per Capita Grant Application:** The Per Capita grant application, due by the end of January, asks for a report of our progress toward meeting the Illinois library standards as adopted by the Illinois Library Association (ILA). Christie has compiled responses to each category. The Board did a walk-through each area of the Library as Christie explained recent changes and plans for the near future.

Mike left the meeting at 8:35 pm.

The Per Capita grant application was considered again after the walk-through. Nick made a motion to approve the application with minor typographical corrections; seconded by Lacey. Motion carried 6-0.

A motion was made by Laura to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 8:42 pm. The next meeting will be held January 17, 2023, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, January 17, 2023

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

The Pledge of Allegiance was recited.

**Audit Report:** To accommodate Jeremy Bork, this item from New Business was moved forward. Mr. Bork presented a draft copy of the Independent Auditor's Report of the Library's financial accounts for FY ending June 30, 2022, which was conducted by Striegel Knobloch & Company (SKCO). The report presented a "clean opinion" indicating that the financial statements "present fairly, in all material respects." Mike had emailed SKCO with some concerns about the reporting of the Insurance and Social Security Funds; Mr. Bork said the funds are restricted so they cannot be used for any other purpose, but reporting them as part of the General Fund is "not out of the ordinary." The audit documents will be reviewed under New Business.

Mr. Bork left at approximately 7 pm.

**Correspondence:** Christie reported: 1) A number of thank you notes were received from staff and volunteers after the holiday party in December. 2) A note and donation were received from patron Sheila Scatena of Bloomington. 3) A donation was received from patron Henry Campbell of Normal. 4) A letter was received from the Secretary of State Jesse White's office in response to an inquiry made by Mike Miller in regard to the Library's use of per capita funds in 2022. Mike asked the question because the per capita money received was used for something other than what was indicated on the original grant request. Christie explained that an amendment was submitted to the SOS Office describing the change. The Librarian Division of the Secretary of State's Office reviewed Mike's concerns and concluded that CPLD's expenditure of the per capita grant money was in compliance with grant regulations.

**Minutes Approved:** The minutes of the November 15, 2022 meeting, were reviewed. There were no additions or corrections; they stand approved as printed.

**Director's Report:** Christie distributed the 2<sup>nd</sup> Quarter Report and noted that we continue to bounce back from the lower numbers during the pandemic. Circulation statistics have increased from last quarter as well as when compared to 2<sup>nd</sup> quarter last year. Digital checkouts, Hoopla usage, and new cards issued have increased, as well as the number of programs being offered and participation totals.

**President's Report:** none

**Secretary's Report:** Jane reported that there was one election packet returned by the filing deadline for the two open seats on the Board. She has submitted the Certification of Ballot to both the McLean County and Woodford County Clerks.

One citizen visitor arrived at 7:10 pm. Two additional visitors joined the meeting via Zoom at approximately 7:10 p.m.

**Finance Committee:** The minutes from the Finance Committee meetings on December 1, 2022 and January 12, 2023 were presented and accepted. The Committee discussed the format of the monthly statements, the tax monies received from Woodford and Mclean Counties, our insurance coverage with County Companies, and the audit report.

**Policy Committee:** The minutes from the Policy Committee meetings on December 1, 2022 and January 12, 2023 were presented and accepted. The Library Director job description was updated to present to the full Board, review of the Trustees binder was begun, and the Communication Policy was drafted to present to the Board.

**Long-Range Planning Committee:** no report

**Financial Report:** Dave and Christie have been working with the MCK accounting firm to get the monthly statements in a more user-friendly format, with an income statement for each of the funds. Dave presented statements for October, November, and December 2022, and reviewed the new format. Revenues and expenditures, and a balance sheet for each of our 5 major funds are included. The information is the same as the Harland Accounting Service provided but in an easier to read and more concise form.

**Old Business:**

- 1) **Strategic Plan:** The Strategic Plan as presented at the November 2022 meeting was reviewed. After discussion and consideration of the Vision options, Lacey made a motion to adopt "Building connections to encourage and support lifelong learning" as the Vision statement, and to adopt the Strategic Plan 2023-2027 as presented; seconded by Beth. Motion carried unanimously 6-0.
- 2) **Job Description Policy:** The Director's job description was sent back to the Policy Committee at the November meeting. The Committee recommended revisions regarding budget and ordinance processes, collection management, and risk management. After review, Dave made a motion to approve the revisions to the job descriptions as presented; seconded by Laura. Motion carried unanimously 6-0.

**New Business:**

- 5) **Communications Policy:** The Policy Committee presented a new policy, Board of Trustees Communication Policy. To abide by the Open Meetings Act (OMA), the policy is intended to ensure that discussion of library business is public accessible. After review, Lacey made a motion to approve the Communications Policy as presented; seconded by Nick. Motion carried unanimously 6-0.
- 6) **Non-resident Card Fee Program:** Christie explained that public libraries in Illinois are not required to participate in the non-resident card program. There was some discussion of the unserved area in Congerville and Goodfield which are adjacent to our district but are currently going to Eureka Public Library for their library cards. After discussion, Jane made a motion to continue the decision not to participate in the Non-resident Fee Program for 2023 as recommended by our Director; seconded by Lacey. Motion carried unanimously 6-0.
- 7) **Audit Report:** Two questions SKCO noted in their management letter: 1) Using money from the Insurance Fund for risk management purposes; communications with attorney Phil Lenzini resolved that issue, determining that such action was allowed. The Policy Committee will meet to create a Risk Management policy as recommended by attorney Phil Lenzini. 2) Transfers between major funds were not subject to Board approval prior to the transfer; Dave made a motion to require Board approval for all transfers in or out of the Special Reserve Fund and the Working Cash Fund; seconded by Laura. Motion carried unanimously 6-0.  
Nick made a motion to accept the Independent Auditor's Report from Striegel Knobloch & Co; seconded by Lacey. Motion carried unanimously 6-0.  
The next step is to return the audit documents to SKCO including the signed representation letter. The final copy of the Auditor's Report will come back to us.
- 8) **Insurance quotes:** Dave met with Steve Edgcomb of Country Companies regarding our insurance coverage. Steve recommended that our Workers' Compensation coverage be increased based on a payroll figure of \$120,000; this would increase our premium from the current \$361 to \$501 per year. After discussion, Dave made a motion to increase our Workers' Compensation to the higher level at \$501/year; seconded by Lacey. Motion carried unanimously 6-0.  
Steve and Dave discussed increasing the coverage limits on our Liability and Property insurance to \$1,600,000 on the building and \$1,400,000 on the business personal property. The deductible would determine the premium. After discussion, Lacey made a motion to increase the limits on the Liability and Property insurance as stated, with a \$10,000 deductible at a premium of \$4,373/year; seconded by Beth. Motion carried unanimously 6-0.  
We currently do not have Directors and Officers Liability coverage, which is designed to protect the people who serve as directors or officers of an organization from personal losses if they are sued. Steve recommended \$1 million coverage on all eight individuals in those positions. Christie's research indicated that this type of insurance is a standard recommendation for libraries. After

discussion, Jane made a motion to purchase Directors and Officers Liability Insurance with \$1,000,000 coverage at a premium of \$698/year; seconded by Beth. Motion carried unanimously 6-0.

- 9) **Tax Levy memo:** Christie distributed a memo from her to the Board of Trustees about the concerns regarding the legality and transparency of the Library's tax levy process for 2022. Beth called for Public Comment at this time, as Rhonda Baer, Village President, was in attendance and had comments to offer. Rhonda asked questions comparing the budget process of the Village to the Library's. There was an explanation of the limits a governmental body can ask for in a tax levy. After discussion Dave made a motion to attach Christie's memo dated January 17, 2023, explaining the situation, to these meeting minutes; seconded by Lacey. Motion carried unanimously 6-0.

January 17, 2023 Memo:

**To:** Carlock Public Library District Board of Trustees

**From:** Christie Lau, Library Director

**Date:** January 17, 2003

**Subject:** 2022 Tax Levy

#### Summary

Concerns have been raised regarding legality and transparency of the library's tax levy process for 2022. Based on conference with the library's legal counsel, actions related to Ordinance 2022-04 (Tax Levy Ordinance) have not violated statutes and were appropriately transparent to the district's constituents.

#### Tax Levy Amount

Ordinance 2022-04 indicates a levy request of \$195,600. It is correct that this is more than 5% of last year's extension, which was \$183,880.47. The original draft of Ordinance 2022-04 included a levy request of \$193,000 (which was less than a 5% increase over the previous year's extension). However, due to some adjustments to Ordinance 2022-03 (Budget and Appropriation Ordinance), it was changed to \$195,600.

I consulted attorney Phillip Lenzini, who indicated:

- Requesting a levy greater than 5% of the previous year's extension does not violate any statutes.
- Truth in Taxation statutes (35 ILCS 200/18-56; 35 ILCS 200/18-70), which include a public hearing, may apply if the tax levy amount exceeds 105% of the prior year's extension. There is no penalty if there is no public hearing.
- The county clerk will not release tax distributions greater than what the library is legally entitled to: 0.15% of the value of all the taxable property in the district, as equalized and assessed by the Department of Revenue (75 ILCS 16/35-5)

In plain English, regardless of the amount indicated on the tax levy ordinance, the library will not receive more than it is legally entitled to. If the amount on the ordinance exceeds 105% of the previous year's extension and no Truth in Taxation hearing (or other Truth in Taxation actions) occurred, the county clerk will release tax distributions no greater than what the library is legally entitled to.

A Truth in Taxation public hearing (and other actions) is required only if the library seeks to receive more than 105% of the previous year's extension. There is no penalty for not conducting a Truth in Taxation public hearing (other than the county clerk will only distribute the amount the library is legally entitled to).

#### Tax Levy Transparency

Illinois statute (75 ILCS 16/30-85) indicates the tax levy ordinance approved by the Board of Trustees must be filed with the county clerk by the last Tuesday in December. In addition, a copy of the tax levy must be available for public inspection at the library. Both of these requirements were fulfilled for Ordinance 2022-04.

It should also be noted that all Board of Trustees meetings are open to the public. An agenda for each meeting is posted no later than 48 hours prior to the meeting. Ordinance 2022-04 (Tax Levy Ordinance) was on the agenda and was discussed and approved during the August 16, 2022, meeting. The agenda for the August 16, 2022, meeting was posted more than 48 hours prior to the meeting, as required. No members of the public were in attendance at that meeting.

A motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 8:42 pm. The next meeting will be held February 21, 2023, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, February 21 2023

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were David Garrison, Mike Miller, and Jane Randall. Nick Birky, Lacey Fritsch, and Laura Stephenson were absent. A quorum was reached with four Board members present. Library Director Christie Lau was also in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** none

**Minutes Approved:** The minutes of the January 17, 2023 meeting, were reviewed. Christie noted two corrections: Two additional visitors joined the meeting via Zoom at 7:10 pm, and paragraph 3) Audit Report under New Business was revised to read: "The Policy Committee will meet to create a new Risk Management policy, as recommended by Phil Lenzini." The minutes were approved as corrected.

**Director's Report:** Christie distributed her report and noted that the January figures are up from the past two Januarys. There were 227 participants in programs that focused on all age groups, and planning has begun for the summer reading program. Christie included an update on the Strategic Plan listing the ways each of the strategic directions is being supported by various efforts and activities.

There were no President's Report, Secretary's Report, nor reports from the Finance Committee or the Policy Committee. A Finance Committee meeting was scheduled for Thursday, March 9 at 6:30 pm and the Policy Committee on the same date at 7:30 pm.

The Long Range Planning Committee was determined to have been an ad hoc committee that hasn't met in quite some time and has been disbanded.

**Financial Report:** The Financial Report for January 2023 from MCK accounting firm was distributed. Dollar figures were reviewed and the format of the report discussed. Mike wanted it noted that he objects to our receiving inadequate financial reports. Dave noted that the Social Security Fund is currently in the red. Dave made a motion to redirect \$4,000 from the Audit Fees line item in the Corporate/Operating Fund to the Social Security Fund. After discussion, this motion was withdrawn. Christie will contact attorney Phil Lenzini to determine how to appropriately cover the short fall in the Social Security Fund. Dave made a motion to move \$30,000 from the Working Cash Fund to Unappropriated Equity in the Corporate/Operating Fund to cover monthly expenses; seconded by Jane. Motion carried unanimously 4-0.

#### **Old Business:**

- 3) Insurance Quotes:** At the January 2023 meeting, it was voted to purchase Directors and Officers Liability Insurance. Six of the 7 Board members provided answers to questions on the insurance application that are required by the insurer. Because one officer refused to answer the questions for the application, Country Companies is unable to issue coverage. Christie has contacted other insurance companies but has not received any additional quotes as yet. Mike stated that he believes using library funds to purchase this kind of coverage is in violation of our By-Laws and is an unconscionable use of public funds – that if the officers/directors wish to have liability coverage they should purchase it themselves. Christie noted that having this liability insurance is standard practice in other library districts, and liability insurance is unavailable for her to purchase on her own. There will be further examination of this issue.

#### **New Business:**

- 10) Decennial Committee:** The State of Illinois has passed the Decennial Committees on Local Government Efficiency Act which requires library districts to establish a Decennial Committee to study the accountability and efficiency of their local government entity. The Library's Committee will be

comprised of the Director, all Board members, plus two residents of our district, and will meet at least three times to complete the duties of the Committee and submit a report to the county board. Christie distributed a Timeline and Plan to complete this purpose. Dave made a motion to accept the Timeline and Plan as outlined; seconded by Beth. Motion carried unanimously 4-0. All trustees were asked to suggest names of possible resident committee members to Beth within the next two weeks.

- 11) **Performance Reviews and Salary Recommendations:** The process and timeline to evaluate the Director and all employees was discussed and determined to proceed as last year, as that worked well.
- 12) **Final Audit Report:** SKCO submitted the final audit report for fiscal year ending June 30, 2022. The two issues they had were resolved as noted in January's minutes and the report was voted on and accepted also at the January 2023 Board meeting.
- 13) **Mandatory Training:** The Board of Trustees are required to complete training for: a) Sexual harassment prevention—for all Trustees; a certificate of participation is to be submitted to Christie. b) Open Meetings Act (OMA)—to be completed once during the trustee's term of office, and once each year for OMA Officers. c) Freedom of Information Act (FOIA)—required for all FOIA Officers once per year.
- 14) **Senate Bill 208:** This bill requires paid leave for all employees, and has been passed by both IL legislative houses and is awaiting the Governor's signature. It would go into effect January 1, 2024 if signed. Both the Policy and Finance Committees will begin to consider the impact on our practices and budget.

A motion was made by Dave to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 7:57 pm. The next meeting will be held March 21, 2023, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, March 21, 2023

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Nick Birky was absent. Library Director Christie Lau was in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

**Public Comment:** none

**Correspondence:** An email from Mike Miller dated February 22, 2023, Re: Correcting a Dysfunctional Board was entered into the record, along with Beth Wagner's response memo. Both documents were reviewed by the Board and no comments were made. An email received from attorney Phil Lenzini will be discussed as an agenda item later in the meeting.

**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 reported that the statistics continue to hold steady or slightly improve. There were programs for all age groups in February with good attendance. A variety of programs are planned for March and April, with plans for the summer reading program progressing. Progress on meeting our strategic plan directions were listed. Christie reminded board members to complete their Open Meetings Act training if they have not done so.

Mike pointed out that we should watch how the Unit 5 referendum vote goes on April 4. If it fails, there is a possibility that Carlock Grade School would be closed, and that would directly affect our Library and children's programming. He suggested that we be prepared to communicate with Unit 5 if it fails, noting our partnership with the school and discouraging the Unit 5 Board from taking steps to close the local school.

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

**Finance Committee:** The minutes from the March 9 meeting will be presented at the April meeting. They discussed the budget line items and any problems anticipated.

**Policy Committee:** March 9 minutes will be presented at the April meeting. The committee recommendations will be discussed as agenda items.

**Financial Report:** Dave reviewed the Financial Report for February 2023 from MCK accounting, noting the amount in each of the five funds and the transfers in and out of the funds.

Dave also presented a memo from Cindy Kirby, a local accountant, who was asked to review the financial statements from MCK. She found them "clear and as expected for an organization using Fund Accounting." Mike stated that he appreciates the changes made by MCK since last month's report and noted it as a needed improvement.

Dave distributed a Tax Computation Report received from McLean County. The report states our levy request, calculated rate, and certified rate. We should also be receiving a comparable report from Woodford County very soon.

#### **Old Business:**

- 15) **Insurance Quotes:** Christie had no additional information from insurance companies. Beth quoted the Illinois Public Library Trustee Manual, page 23: "Liability insurance for the board should be a part of the liability insurance paid for by the library." Mike disagreed saying trustees should be responsible for their own liability insurance.
- 16) **Decennial Committee:** A memo from Julie Tappendorf of Ancel Glink in Chicago was distributed explaining in more detail the Illinois requirements for the Decennial Committee and offering a sample report. The goal of the committee is to identify ways entities of local government can work together and be more efficient. Residents of our district who have agreed to be members of the Committee

are: Kay Payne, Mary Jo Adams, and either Leslie or Peter Betz. The first meeting will be the first 30 minutes or so of the next scheduled Board meeting in April.

- 17) **Senate Bill 208:** This bill guaranteeing paid leave for all full-time and part-time employees has been signed by the Governor and will go into effect January 1, 2024. The Policy Committee and the Finance Committee will consider how this law will affect our Personnel Policy and budget planning.

**New Business:**

- 1) **Risk Management Policy:** The Policy Committee drafted a Risk Management Policy to be considered by the full Board. The policy defines risk terms and describes the elements of focus and the expenses related to risk management and loss control. Mike stated that our risk management consists of the commercial insurance that we purchase, and this policy presented isn't what true risk management is. After further discussion, Lacey made a motion that we adopt the Risk Management Policy as presented; seconded by Dave. Motion carried with 5 ayes and 1 nay from Mike.
- 2) **Investment of Public Funds Policy:** After discussion, it was decided to return this item to the Policy Committee for further consideration.  
A Policy Committee meeting was scheduled for Thursday, April 6 at 6:30, with a Finance Committee meeting immediately following.
- 3) **Reallocation of Budget Line Items:** Dave noted that monies can be reallocated within a fund with Board approval. And money can be moved from the Corporate/Operating Fund to the Social Security Fund, but NOT moved out of the Social Security Fund because it is a restricted account. An email was received from attorney Phil Lenzini answering questions sent to him about the legality of reallocating expenses. Because some line item expenses were greater than expected, it has become necessary to reallocate some funds in four areas of the FY23 budget. After discussion, individual motions were made to move funds in four areas:  
Mike made a motion to move \$320 from Miscellaneous to Construction Loan; seconded by Beth. Motion carried 6-0.  
Jane made a motion to add \$2,000 to Attorney expenses from Contingency, Financial Audit, and IT Assessment; seconded by Beth. Motion carried with 5 ayes and 1 nay from Mike.  
Mike made a motion to move \$400 from Contingency to Library Supplies; seconded by Beth. Motion carried 6-0.  
Mike made a motion to add \$445 to Computer Equipment from Miscellaneous; seconded by Beth. Motion carried 6-0.  
In addition, Jane made a motion to transfer \$4,000 from Financial Audit in the Corporate/Operating Fund to the Social Security Fund; seconded by Beth. Motion carried with 4 ayes, 1 nay from Mike, and 1 abstention from Laura.  
Mike's objection was because he felt such action was inconsistent with our current ordinance and that an amendment to the Budget and Appropriations Ordinance was needed, not just a motion to reallocate.

A motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 8:07 pm. The next regular meeting will be held April 18, 2023, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# 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.

- 3) 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

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, May 16, 2023

President Beth Wagner called the meeting to order at 7:20 pm following the Decennial Committee meeting.

Other Board members present were David Garrison, Mike Miller, Jane Randall, and Laura Stephenson; Lacey Fritsch attended via Zoom; Nick Birky was absent. Library Director Christie Lau was in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

**Oath of Office:** Recently elected trustee David Garrison was sworn in.

**Election of Officers:** Dave nominated Beth Wagner as President of the Board and made a motion to approve her appointment as President; seconded by Jane. Motion carried. Beth made a motion to appoint Lacey Fritsch as Vice President; seconded by Dave. Motion carried. Beth made a motion to appoint David Garrison as Treasurer; seconded by Laura. Motion carried. Dave made a motion to appoint Laura Stephenson as Secretary; seconded by Beth. Motion carried.

**Correspondence:** none

**Approval of Minutes:** The minutes of the April 18, 2023, meeting were reviewed. With no additions or corrections, they stand approved as printed.

**Director's Report:** Christie noted that April was a quieter month than March, but circulation statistics, cards issued, and program attendee numbers were up from April of 2021 and 2022. There are a number of upcoming programs planned and preparations are in full gear for the Summer Reading Program. June 3rd is the kick-off date and the final summer event will take place in the park on July 22. After each activity, the staff evaluates how it has fit into the Strategic Plan. Projects coming up are the redesigning of the library website, inventorying existing records, and applying for the Rob-See-Co grant.

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

**Finance Committee:** The minutes from the May 2 meeting were presented. Budget line-items, including salaries, and the presentation of the tentative budget to the Board were the main focus of the meeting.

**Policy Committee:** The minutes from the May 2 meeting were presented. The salary schedule was reviewed.

**Financial Report:** The Financial Report from MCK accounting was presented. Dave reviewed the assets in each fund as of April 30. Tax revenue is expected from McLean County by the end of May and again in June. There were no out-of-the-ordinary expenses for the month.

**Old Business:** FY2024 Tentative Budget: The Finance Committee presented the tentative budget to the full Board. Adjustments can still be made as the year draws to a close. A recommended timeline for the Budget & Appropriation Ordinance was put forward, with a publication date of June 15 and the public hearing held at the July 18 Board meeting. Mike voiced strong opposition to proceeding so early with the process and recommended waiting until July to publish and holding the public hearing in August. There was an extended discussion of the advantages/disadvantages of either timeline. Lacey made a motion to adopt the tentative budget as presented with the public hearing scheduled for July 18; seconded by Beth. More discussion and questions followed. Discussion was closed and a vote taken. The motion carried with 5 ayes and 1 nay from Mike.

**New Business:** The Board went into Closed Session at 8:25 pm to discuss staff evaluations/salaries, director performance evaluation/salary review, and the trustee vacancy. Mike Miller left the meeting.

The Board returned to Open Session at 9:30 pm and proceeded with New Business.

Lacey made a motion to approve the amended salary schedule as recommended in Closed Session; seconded by Dave. Motion carried with 5 ayes. Being no further business, a motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 9:32 pm. The next regular meeting will be held Tuesday, June 20, 2023, immediately following Decennial Committee meeting at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, June 20, 2023

President, Beth Wagner, called the meeting to order at 6:50 p.m. following the Decennial Committee meeting. Other Board members present were David Garrison, Mike Miller, Lacey Fritsch, Nick Birky, and Kevin Moore; Laura Stephenson was absent. Library Director Christie Lau was in attendance. The meeting was recorded.

The Pledge of Allegiance was recited.

**Correspondence:** 1) A letter from Jane Randall was received thanking the board for the reception at the previous meeting. 2) A letter informing the board that the per capita grant was approved in the amount of \$4,274.55.

**Approval of Minutes:** The minutes of the May 16, 2023 meeting were reviewed. Changes were requested to document the discussion of the board vacancy before the board entered closed session. Minutes approved as corrected.

**Director's Report:** Christie noted that May numbers increased slightly from April and were up significantly more than in May of 2021 and 2022. There are a number of upcoming programs planned and they are separate from the Summer Reading Program. Summer Reading is beginning its third week of activities. There is more participation this year from all groups: kids, teens, and adults. "Crafter-Noons" have been popular with the teens and they may extend into the school year.

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

**Finance Committee:** The finance committee did not meet in the month of June. Disbursements received and still to be received were the main focus of the meeting.

**Policy Committee:** None

**Financial Report:** Tax revenue was received from McLean County in May. There are two distributions expected to be shown on the financial statements in June. There were no out-of-the-ordinary expenses for the month.

#### **Old Business:**

**Building and Maintenance Fund Tax:** The board previously voted to levy a Building and Maintenance Fund Tax. Dave feels that it is imperative that this tax be levied as it can be used to cover costs incurred on costly items such as a new boiler or a new roof. Dave is concerned that the 800 sq. yd. roof (estimated to be new in 1970/1980) will need to be replaced in the next 5-10 years and estimates that it will cost \$250 per sq. yd. or more. Mike is concerned that this is a duplicate of the Special Reserve Fund that the library already uses and believes the library should levy a tax for the Special Reserve Fund. Library Counsel, Phil Lenzini, explained that a tax cannot be levied for the Special Reserve Fund and that fund is to only be used for overages from the general fund. Discussion ensued on using the Special Reserve Fund to pay down the principal on the bond in two years. Library Counsel will prepare ordinances for the specific Building and Maintenance Fund tax levy for the board to vote on in the July meeting. No action was taken.

**New Business:**

**Tentative Budget 2024:** The public hearing is scheduled for Tuesday, July 18, 2023 at 6:30 p.m. The Library's counsel will prepare an ordinance with the building and maintenance fund shown. The Finance committee will meet on July 6th to discuss. No action was taken.

**Meeting Date Ordinance:** Proposed meeting dates for FY23/24 were presented in Ordinance 2023-01. Beth made a motion to approve Ordinance 2023-01; seconded by Dave. Motion carried unanimously.

**Confidentiality Ordinance:** Ordinance 2023-02 on patron confidentiality was presented. Mike was concerned that the ordinance restricts the library's access to its data. Christie explained that the American Library Association recommends this wording and nothing has changed in the ordinance from previous years. Lacey made a motion to approve Ordinance 2023-02; seconded by Kevin. Motion carried unanimously.

**Investment for Insurance Deductible:** Dave would like to put \$10,000 from the Liability Insurance fund into a CD that would be used to pay the insurance deductible in the event of an insurance claim. He proposed using Heartland Bank as it is the current bank of the library. Mike is concerned that this CD will go to reduce the insurance tax levy. Follow up with library counsel is needed.

**Replenishment of Working Cash Fund:** Nick made a motion to replenish the Working Cash Fund to \$35,000; seconded by Mike. Motion carried unanimously. Dave will add to the agenda for the July meeting a proposal of increasing the fund for FY 23/24.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 8:05 p.m. The next regular meeting will be held Tuesday, July 18, 2023, immediately following Public Hearing at 6:30 p.m.

Respectfully submitted,  
Lacey Fritsch, Vice President