

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, September 19, 2023

Vice President, Lacey Fritsch, called the meeting to order at 6:32 pm. Board members present were David Garrison, Kevin Moore, and Laura Stephenson. President, Beth Wagner, arrived at 6:33pm. Mike Miller and Nick Birky were absent. Library Director Christie Lau was in attendance. There were no visitors. The meeting was recorded. The Pledge of Allegiance was recited.

Correspondence:

- No correspondence

Approval of Minutes

- **Regular Board Meeting August 2023:** accepted as read
- **Special Board Meeting August 2023:** accepted as read

Reports

- **Library Director:** Circulation is up when compared to the previous 2 years. August wrapped up the end of the summer programs. September is the month for kicking off the fall activities. The new homeschool hangout was a big attendance activity for August with 45 total people in attendance. September has a teen activity, Henna for Teens, that is already full. Additionally, there is a new program where students can read to a dog as a way to practice reading. Students from Carlock Elementary began coming for monthly field trips as well. The new library website is now fully operational.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** The finance committee met on September 14, 2023. The committee discussed a building maintenance fund & special reserve fund usage plan. They also discussed the 2023 Tax Levy Ordinance has a new format than the one previously used. There will be a public hearing on October 17, 2023 about the Truth in Taxation.
- **Policy Committee:** No report

Financial Reports:

- **Financial Statements August 2023:** The September 7th Quill had both the year end financial report and the Budget & Appropriation Ordinance published in it. They are also published on the library website. The current balances were discussed. The working cash remains untouched in the money market account. The bond payment was paid September 5, 2023. Currently, the library has \$189,497.31. The amount that can be used to pay bills is \$48,000. The rest is earmarked for specific funds (ie, social security, etc...) Currently, the library has received 2 of 3 tax distribution payments from Woodford County. We have received 2 of 7 tax distribution payments from McLean County.

There was no Old Business.

New Business:

- **FY2024 Usage Plan for Building & Maintenance Fund and Special Reserve Fund:**
The building & maintenance fund is currently at 0 because the tax levy has not yet been collected. The special reserve fund is at \$59,680 after using \$35,320 to pay the loan. The plan is to use these funds to continue to pay the loan as well as to pay for building maintenance (roof inspection/repairs, HVAC service), equipment repairs, new fixtures/furniture, and some painting/wall repair and deep cleaning that is much needed at this point. The proposal is to designate \$35,320 to pay the loan payment in September 2024, \$40,000 for an emergency fund (ie. unexpected roof or HVAC repair), and the remaining balance to be used to pay down the loan in 2025 when a larger payment can be made. Unused funds in the corporate general fund or operating fund can be moved to the special reserve fund at the end of the fiscal year. In order to be able to pay a larger portion of the loan in 2025, the board should consider levying for the building & maintenance fund again in the next cycle. The building & maintenance fund must be levied each year. Long term, it would also be nice to put air conditioning in the old bank section of the building. It was not done with the new addition because it would have been very expensive to add ductwork. Now, there are new systems that do not require ductwork which significantly brings the overall cost down. Beth made a motion that we accept the Building & Maintenance Fund & Special Reserve Fund Usage Plan. Laura seconded the motion. Motion passed unanimously.
- **Tax Levy Ordinance - 2023:** The finance committee recommends that the board use the new format for the tax levy ordinance.
- **Board & Staff Holiday Plans:** In December, there is usually a staff & board holiday party instead of a board meeting. The staff members always appreciate having that time as a staff and with the board members. In the past, Jane Randall was key in organizing this party. Lacey suggested that we do this year's party on December 6, 2023 at 5pm. In the past, the staff and volunteers have been provided with gift cards. Dave made a motion to raise the amount to \$75 for each staff member and volunteer. Kevin seconded the motion. Motion passed unanimously. Lacey will provide decorations and will make invitations. This year will be a potluck that will start with a happy hour of mocktails & hors d'oeuvres.

Upcoming meetings:

- Next regular meeting: October 17, 2023 at 6:30pm.

Lacey made a motion to adjourn the meeting. Dave seconded the motion. Motion carried unanimously. Meeting adjourned at 7:33pm.

Respectfully submitted,
Laura Stephenson, Secretary