

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, September 16, 2025

President, Beth Wagner, called the meeting to order at 6:30pm. Board members present were David Garrison, Nick Birky, Kevin Moore, and Laura Stephenson. Cynthia Edmonds-Cady and Dawn Neblock 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 August 2025: Nick motioned to approve the minutes as read. David seconded the motion. Motion passed unanimously. Minutes approved as read.

Reports

- **Library Director:**
 - **August monthly report** - August tends to be a slower month, although similar to last August. This is fairly typical as school starts in August. There were a few programs in August. There were a couple of new programs that nobody showed up for, but now the library knows that those did not generate interest. August was full of mandatory reports, training a new employee, and arranging for elementary school visits to begin. There are a number of upcoming programs scheduled for September and October.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Marketing Committee:** No report
- **Policy Committee:** No report

Financial Reports:

- **Financial Statements August 2025:** At the end of August, the checking account was a little over \$35,000. Only about \$22,000 of that can be used to pay bills. There was a sum of money that was transferred to the special reserve fund, as required by law. We are expecting additional tax distributions to arrive.
- **FY26 Tax Distributions Received:** We have received 3 of the 9 tax distributions that are expected for our fiscal year. We are expecting 2 additional distributions in September, 2 in November, and the final 3 in May and June.

Old Business:

- **Directors & Officers Liability Insurance:** Every trustee needs to fill out a 2 question survey for this insurance.
- **Options for General Obligation (Limited Tax) Debt Certificate, Series 2025 (“Construction Loan”):** A decision on this has to be made tonight regarding which of the 3 options we would like to pursue. We do not have the \$43,000 to be able to do option #3. The question becomes whether we extend the loan out for a longer period of time or make higher yearly payments. Kevin, Nick, David, and Laura voted for option 1. Beth voted for option 2. Option 1 is the option that will be pursued. Dawn and Cynthia were absent, and therefore did not participate in this vote.
 - Option 1: Renew the existing balance of \$409,000 at 5% and keep the existing amortization of 15 years. This would increase the payment by a little over \$4,000 annually.
 - Option 2: Renew the existing balance of \$409,000 at 5% and keep the current payment. This pushes the amortization to just under 18 years.
 - Option 3: Keep the same payment and the same amortization. In order to do this, we would need to pay down the debt by \$43,000.

New Business:

- **General Obligation (Limited Tax) Debt Certificate, Series 2025, Letter of Engagement:** In order to complete the general obligation debt certificate, we are required to engage a lawyer. David made a motion to engage the suggested lawyers (Miller Canfield). Nick seconded the motion. Motion passed unanimously. It is likely that we will need to utilize some of the contingency fund to pay this bill.
- **Library Parking Lot:** The village is doing some tarring and chipping of the roads. They will also be painting lines along Perry Street. The village has offered to paint lines in the parking lot to help make it clear that this section belongs to the library as a parking lot. The lot itself probably needs to be resurfaced at some point. At this point, the library is unprepared to have lot lines painted because we are unsure of what direction we would want the parking lot lines to be and it makes more sense to resurface the lot prior to painting lines on it. It would be worthwhile to look into what can be done with this area.
- **2025 Illinois Public Library Standards:** These were created to give a general standard for which libraries can strive to attain. Completing a form about these standards have been part of the Per Capita Grant. There is a new version (version 4.0) of the standards that recently became available. Over the next 3 months, the board will be talking about these standards in order to break them up into more manageable sections. Tonight we will discuss 4 of the standards.
 - Access: The only standard on this section where we need improvement is formalizing our discussions about the long term space needs for the library,
 - Advocacy & Community Engagement: Standard 1 (knowledge of state-wide advocacy training tools) is where the board and library could improve.
 - Building & Grounds: Standard 2 (capital improvement plan) is an area that the board often discusses, but the process could be formalized. We could also formalize standard 7 (building & grounds maintenance checklist). We do not have

a master key box and password list for access to the building and its systems (standard 9).

- Collection Management: Our library could benefit from increasing our Spanish language books (standard 6).
- **Materials Selection/Collection Development Policy:** This policy was last approved in 2023. The recommendation is to make no changes to this policy at this point. Laura made a motion to approve the policy as read. Kevin seconded the motion. Motion passed unanimously.
- **Public Use of Library Policy:** This policy was last reviewed in 2022. There are a few suggested changes. The first regards the method that people use to sign up for library cards, as it is no longer a paper form. DVDs will now be checked out for 21 days instead of 7. There is also no longer a limit on DVD checkouts. Materials will now be automatically renewed for a second period of 21 days unless there is a hold on the material. It is recommended that the library move to a \$15 an hour fee to reserve the room outside of library hours because additional staff is required. For commercial use, it would be \$15 an hour, regardless of whether the staff is present or not. The \$15 an hour does not cover the costs of the employee time. The board recommended increasing that to \$25 to be able to cover costs. Beth made a motion to accept the policy with a correction of \$25 an hour. Nick seconded the motion. Motion passed unanimously.
- **Personnel Policies/Employee Handbook:** This was updated more than any other. The board can choose to send it to the policy committee. This will be tabled until the policy committee is able to meet.

Upcoming meetings:

- Next policy & marketing committee meetings: October 2, 2025 at 6:30pm
- Next regular meeting: October 21, 2025 at 6:30pm

Laura made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. The meeting adjourned at 8:23 pm.

Respectfully submitted,
Laura Stephenson, Secretary