

Carlock Public Library Board
Regular Meeting Minutes

Tuesday, March 17, 2026

President, Beth Wagner, called the meeting to order at 6:31pm. Board members present were David Garrison, Dawn Neblock, Kevin Moore, and Laura Stephenson. Cynthia Edmonds-Cady arrived at 6:39 pm. Nick Birky was absent. Library Director Christie Lau was in attendance. The Pledge of Allegiance was recited.

Regular Meeting of the Board of Trustees:

Correspondence:

- There was no correspondence

Approval of Minutes:

- Regular Board Meeting February 2026: Minutes were approved as read

Reports

● **Library Director:**

- **February monthly report** – Circulation was slightly down and this was likely due to the elementary school being unable to come due to inclement weather. Overall, attendance was steady. Among adults, the physical vs digital collections are around 50/50. With the increase in digital circulation, overall adult circulation has also risen. There were 16 programs in February. A number of projects were worked on in February as well. The Friends of the Library basket raffle and book sale were also completed. There are some new programs starting in March/April, including a library-to-library pen pal program, an all ages craft club, fraud & scam workshops, and also book bedazzling.

- **President:** No report

- **Secretary:** No report

- **Finance Committee:** March 5, 2026 minutes – The committee met and discussed the salary schedule as well as began discussing the new budget.

- **Marketing Committee:** March 10, 2026 – This meeting was cancelled due to weather.

- **Policy Committee:** No report

- **Treasurer:** See financial reports

- **Financial Statements February 2026:** At the end of February, the checking account (which covers many of the funds) held \$79,373.18. This was in large part because \$36,000 was moved from working cash to the corporate general fund. We will have to replace that money in the working cash fund by June 30, 2026. Expenses are generally holding steady. There have not been any unexpected expenditures.

Old Business:

- **Library Open House:** Since the marketing committee did not meet, there is no new information regarding this. The marketing committee will meet on March 31 to discuss this event further and provide recommendations. The open house will be Friday, July 3, from 1 – 4 pm.

New Business:

- **2026 Salary Schedule:** A new salary schedule was put forth by the finance committee with minimum, midpoints, and maximum salaries based on each position within the library. The finance committee did not recommend any changes to the salary schedule. Kevin made a motion to accept the salary schedule for 2026. Cynthia seconded the motion. Motion passed unanimously.
- **Library Insurance:** Premiums (\$8,739) went up this year and Christie received a call from a different insurance agent requesting to provide us with a quote. The proposal provided one quote for coverage similar to our existing coverage (\$7,374) and another with some additional coverage recommended by the agent (\$8,479). Our current insurance is local with a local agent as well. There have not been any issues with our current company, other than the rising costs. The question was raised about asking our current insurance company if they can match the new quote. Dave will contact the current insurance agent to discuss this new quote and see what they can do.

Fascia/Soffit Repair Estimate: The soffit and fascia on the library need to be replaced/repared. J. Spencer Construction LLC has done all of the recent work on the library. The proposal came in at \$8,020 and they are willing to provide a “not to exceed” amount as well in the contract. Kevin asked if there was a competitive bid as well. Given that it is public money, the question was raised about whether competitive bids are required or not. Christie indicated that there is a threshold of \$35,000 and below that, competitive bids are not required. Beth, Cynthia, and Laura all indicated that it would not hurt to receive more bids. Kevin will send Dave some names and Dave will work on securing more bids.

- **Technology/Security Grant:** A new grant has been opened by the Illinois State Library for us to \$100,000 to purchase technology-based security measures for libraries. The applications are due by April 15. In the past, we have looked into security cameras and cybersecurity measures, but were unable to allocate funds to purchase them. Laura made a motion to pursue the grant for both cameras and cybersecurity measures. Dawn seconded the motion. Motion based unanimously.

Upcoming meetings:

- Finance committee meeting: Tuesday, March 31 following the marketing committee meeting
- Marketing committee meeting: Tuesday, March 31 at 6:30pm
- Next regular meeting: April 21, 2026 at 6:30 pm

Dave made a motion to adjourn the meeting. Kevin seconded the motion. Motion carried unanimously. The meeting adjourned at 7:54 pm.

Respectfully submitted,
Laura Stephenson, Secretary