

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, June 18, 2024

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

Public Comment:

- No members of the public were present, so there was no public comment

Correspondence:

- There was no correspondence.

Approval of Minutes

- Special Board Meeting May 28, 2024 - approved as read

Reports

- **Library Director:** May was a quieter month as story time and school visits wind down. Additionally, there were fewer programs due to hiring new staff & planning for summer reading. Summer reading is off to a good start (142 children, 21 teens, and 104 adults are registered). The kickoff was attended by 102 people. The final event is July 20th at the park. There is at least one activity every week for the duration of the summer reading program (6 weeks).
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report - The next committee meeting is July 9, 2024 at 6:30pm.
- **Policy Committee:** No report - The policy committee met on June 6, 2024. The minutes will be reviewed at the next regular meeting in July.

Financial Reports:

- **Financial Statements May 2024:** McLean County provided \$32,566.80 to the library board in May. Since that time, we have received 2 more distributions that will show on the June financial report. Last month, we were in the negative in the corporate operating fund. With the recent distributions, we are back in the black. At the end of June when the bills are paid, we will need to make a decision about where to put any remaining funds.

Old Business:

- **FY25 Tentative Budget:** The tentative budget is currently on display for public review in the library. It is to be on display for at least 30 days prior to the public hearing (which will be July 16, 2024. There are a couple of items that must be finalized after the current fiscal year is completed on June 30, 2024.

New Business:

- **2024-01 Meeting Date Ordinance:** The list of dates that the library board will meet for their regular meetings must be posted as an ordinance. There is no official meeting in December, as is typical. Dave made a motion to adopt the ordinance. Kevin seconded the motion. Motion passed unanimously.
- **2024-02 Confidentiality Ordinance:** The state recommends that the library have an ordinance stating the confidentiality policy. The wording is the same as last year. Kevin made a motion to accept the ordinance. Nick seconded the motion. Motion passed unanimously.
- **Freedom of Information Act Policy:** The policy committee reviewed this policy on June 6, 2024. There are specific guidelines that must be followed regarding FOIA requests. The request must be a written request, but does not have to be on the specific form that is included in the policy. There have been no FOIA requests in the past year. Beth made a motion to accept the FOIA policy. Dawn seconded the motion. Motion passed unanimously.
- **Disaster Preparedness & Recovery Plan:** This policy is one that needs to be reviewed on an annual basis to ensure information is current. Kevin made a motion to accept the policy. Laura seconded the motion. Motion passed unanimously.
- **Personnel Policies/Employee Handbook:** There were no changes to the handbook. It was most recently updated to reflect new requirements for time off that was effective January 1, 2024. Laura made a motion to approve the policy. Nick seconded the motion. Motion passed unanimously.
- **Replenish Working Cash Fund to \$36,000:** The working cash fund is used to cover the gaps between the fiscal year that the library uses and the calendar year that the county uses to distribute tax funds. The working cash fund must be replenished to its full amount at the end of the fiscal year. The board can change the amount in the working cash fund with a motion at the start of the fiscal year. The current amount takes care of approximately 3 months worth of bills. Kevin made a motion to replenish the working cash fund to \$36,000. Beth seconded the motion. Motion passed unanimously.

Upcoming meetings:

- Next regular meeting: July 16, 2024 at 6:30pm.

Laura made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. Meeting adjourned at 7:18pm.

Respectfully submitted,
Laura Stephenson, Secretary