

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 4th Quarter Director's Report (April-June 2022). Circulation numbers were slightly up and new patron cards was slightly down from 3rd 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