

Carlock Public Library Board

Special Meeting Minutes

Tuesday, August 29, 2023

Vice President, Lacey Fritsch, called the meeting to order at 6:30 pm. Board members present were David Garrison, Kevin Moore, Nick Birky and Laura Stephenson. President, Beth Wagner, arrived at 6:37pm. Mike Miller was absent. Library Director Christie Lau was in attendance. There was one visitor. The meeting was recorded.

Public Hearing for the Budget & Appropriation Ordinance:

- Mike & Sharon Miller provided an email to the board members prior to the meeting that they requested to be a part of the public comments. It will be attached to the minutes of this meeting as correspondence
- With only one visitor, who did not wish to make a comment, present, the board agreed to continue with the meeting. If anyone arrives to make comment, we will go back to a public hearing.

Correspondence:

- Aug 11, 2023 - Email from Mike & Sharon Miller regarding the budget & appropriation ordinance. They requested that it be made part of the record of public comments. It will be attached to the minutes of this meeting.
- Dave Garrison wrote a response to the Millers' letter. It will also be attached to the minutes of this meeting as correspondence.

Old Business:

- **Budget & Appropriation Ordinance 2024:** At 6:50pm, the board began a discussion of the budget & appropriation ordinance since no members of the public arrived for comment. The time for public comment will be open until at least 7:00pm. The cash on hand at the end of the fiscal year has been a topic of great discussion. This fund is allowed by statute as a way to cover the balances from expenses that were incurred during the fiscal year, but are not paid until the new fiscal year begins. These are allocated funds for specific items and bills and not simply additional money. The social security fund is specific for FICA taxes that must be paid. The fiscal year and the tax distributions do not line up well. A question was brought up about what the gifts fund entails. The Friends of the Library typically gifts the library the physical items that are needed at times. However, they do donate a cash gift for the summer reading program and occasionally some other items. The gifts fund comes from donors and are unexpected funds that come from individual citizens or estates. A suggestion was brought up to have a way for people to include the library in their estate planning. At 7:04, with no additional members of the public having arrived to make comments, the board voted on the Budget & Appropriation Ordinance. Kevin made a motion to approve the annual budget & appropriation ordinance. Lacey seconded the motion. Motion passed unanimously.

New Business:

- **Treasurer's Report FY2023:** The report for FY2023 was compiled and presented to the board. This must be notarized and published. Lacey made a motion to accept & publish the treasurer's report. Nick seconded the motion. Motion passed unanimously.
- **Illinois Public Library Annual Report:** There are over 500 questions and over 20 pages of this annual report. Questions include budget and circulation among other topics. This information comes from the treasurer's report as well as the director's annual report. Dave made a motion to approve the report. Lacey seconded the motion. Motion passed unanimously.
- **Job Description - Assistant Librarian:** The only change that is requested to the assistant librarian is that the 30 hours a week is removed to provide flexibility in scheduling. No other job description has a number of hours delineated. Beth made a motion to approve the change. Lacey seconded the motion. Motion passed unanimously.
- **Paid Leave Exception - Staff Member:** Currently, the assistant librarian has an additional 30 minute paid break that is grandfathered in. Additionally, in a previous board meeting, she was granted 90 hours of paid leave each year. This step is to formalize the exceptions that were already in place to the staff policies. Lacey made a motion to approve the paid leave exception. Dave seconded the motion. Motion passed unanimously.

Upcoming meetings:

- Next regular meeting: September 19, 2023 at 6:30pm.

Lacey made a motion to adjourn the meeting. Beth seconded the motion. Motion carried unanimously. Meeting adjourned at 7:15pm.

Respectfully submitted,
Laura Stephenson, Secretary