

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, November 15, 2022

President Beth Wagner called the meeting to order at 6:30 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. Library Director Christie Lau was also in attendance.

The Pledge of Allegiance was recited.

Correspondence: 1) A letter was received from the Woodford County Assessment Office with information about their EAV, Equalized Assessed Value. 2) Mike Miller wanted his October 3, 2022, email entered into the record. It states his objection to the process the Board used to adopt the Tax Levy Ordinance this year. Mike believes that the increase of greater than 5% tax levy required a separate public hearing.

Minutes Approved: The minutes of the October 18, 2022, were reviewed. There were no additions or corrections; they stand approved as printed.

Director's Report: 1) Circulation and patron card numbers were up. Walk-ins will be monitored manually due to some inaccuracies of the door counter. 2) There were 390 participants in 18 programs in October. 3) The Library is building a relationship with Carlock Elementary school. The K-5 students have been visiting the Library each month and checking out books. 4) Mid-year performance discussions with all staff have been completed. 5) Two computers have been replaced and the second receipt printer has been repaired so there are two full workstations for patrons to check-out. 6) Patron cards have been redesigned and ordered. 7) Christie distributed a list of recently completed projects along with plans for ongoing projects. She also distributed a Programming Strategy with a list of programs offered this year and calendar of proposed programs for fall and winter using existing staff and resources. 7) Christie reviewed her participation in the IL Library Association conference October 18-20. She co-presented a session and attended a number of worthwhile sessions, gleaned a variety of ideas that she will be sharing with staff.

There were no reports from the President, Secretary, nor Long-Range Planning Committee.

Finance Committee: The minutes from the committee meeting on November 1 were presented. Dave reported that they discussed the changeover to MCK accounting firm. The Finance Committee will meet again on Thursday, December 1 at 6:30 pm.

Policy Committee: The minutes from the committee meeting on November 1 were presented. Beth reported that all the Policies and Plans have been updated and a review schedule has been created to ensure policies will stay up-to-date. The Policy Committee will meet again on Thursday, December 1 at 7:30 pm.

Financial Report: MCK CPAs & Advisors became our new accounting services provider as of October 1. They submitted two financial reports, which are samples of the types of reports they can generate for us. A discussion followed on the type of information we need in our monthly reports. Mike stressed that we need an "income statement" for each of the five funds listing income, expenses, and interfund transfers, thus corresponding with the appropriation budget structure. There will be further communication with MCK to let them know what format we require. The transition from Harland Accounting to MCK is challenging because it comes within our fiscal year.

Old Business:

Strategic Plan: Christie has continued working with Amanda Standerfer of Fast Forward Libraries as the results from the public survey and Board retreat were compiled. After considering the options for the Library's Vision, the Board settled tentatively on "Building connections to encourage and support lifelong learning". Amanda determined three Strategic Directions: 1) Library value, 2) Learn and discover, and 3) Organizational Excellence. Activities designed to move toward each of these goals were defined, along with methods to measure our success in reaching the objectives. The Strategic Plan will be reviewed and voted

upon at the January 2023 meeting, and as a working document, will be revisited on a regular basis. A community engagement survey is planned again in 3 to 5 years.

New Business:

- 1) **Job Description Policy:** A few minor changes were made since job descriptions were revised last year. After some questions about wording from Mike, the policy will be sent back to the Policy Committee for revision.
- 2) **Public Use of Library Policy:** Guidelines for using Hoopla digital service was added. After review, Lacey made a motion to approve the revised Public Use of Library Policy; seconded by Dave. Motion carried unanimously.
- 3) **Timeline for Consolidate Election:** Christie distributed the election timeline. Packets for those interested in running for the (2) open board positions are available at the front desk, and are to be completed and turned in by December 19. Plans for publicizing the filing process was discussed.
- 4) **Per Capita Grant Application:** The Per Capita grant application, due by the end of January, asks for a report of our progress toward meeting the Illinois library standards as adopted by the Illinois Library Association (ILA). Christie has compiled responses to each category. The Board did a walk-through each area of the Library as Christie explained recent changes and plans for the near future.

Mike left the meeting at 8:35 pm.

The Per Capita grant application was considered again after the walk-through. Nick made a motion to approve the application with minor typographical corrections; seconded by Lacey. Motion carried 6-0.

A motion was made by Laura to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 8:42 pm. The next meeting will be held January 17, 2023, at 6:30 pm.

Respectfully submitted,
Jane Randall, Secretary