

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, October 18, 2022

President Beth Wagner called the meeting to order at 6:31 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Jane Randall, and Laura Stephenson. The meeting was recorded.

**Correspondence:** Christie had passed on a letter to Dave which was received from the McLean County Board of Review regarding taxes on a property owned by Carle Medical Foundation. As a recipient of taxes from this parcel of ground, the Library was notified that taxes have not been paid. Carle has a short period of time to respond, and we will be kept informed of the status of the tax situation and given time to respond if necessary.

**Minutes Approved:** The minutes of the September 20, 2022, were reviewed. There were no additions or corrections; they stand approved as printed.

**Director's Report:** Christie attended a conference in Chicago today so was not present. She submitted a written 1<sup>st</sup> Quarter Report. The Board reviewed it and commented that things look good, that there is a significant increase in the number of programs being offered. Also, the increase in juvenile cards resulting from the Intergovernmental Agreement with Unit 5 was noted.

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

**Policy Committee:** The minutes from the committee meeting on October 13, 2022, were presented. Two items were reviewed by the Committee. Some minor changes were made to the Job Descriptions for Library Director and Program Coordinator. In the Public Use of Library Policy, the non-resident fee information was removed because the library opted out of non-resident cards. Both these documents will be put on November's agenda for a vote on the revisions. A Policy Committee meeting has been scheduled for Tuesday, November 1.

**Financial Report:** Dave reported that the September 30, 2022, monthly report is the last one from Harland's Accounting. The new accounting service is a later agenda item. Tax monies have been received from McLean County - \$26,222, and Woodford County - \$10,527. There will be another payout in November and then no more received until near the end of our fiscal year in 2023. Dave reviewed the balances in each of our funds.

#### Old Business:

- 1) **Strategic Plan:** The Board Retreat with Amanda Standerfer was held on Monday, October 17. The results of the citizen survey were reviewed and the vision for the future 3-5 years was explored. Board members felt it was a positive experience. Amanda will come back to us with a compilation of the ideas and remarks from the retreat.
- 2) **New Accountant:** Dave noted that MCK CPAs & Advisors became our new accounting services provider as of October 1. He reviewed the changes in the process of paying salaries and bills.

#### New Business:

- 1) **Community Christmas Tree Lighting:** Lacey reported that the community event will take place on Friday, December 2, with sleigh rides, Santa, and the lighting of the Christmas tree across from the Library. Christie will be communicating with the chairs of the events, Ryan and Sara Eaves, to define the Library's involvement and participation.
- 2) **Library Holiday Party:** A date was settled on for the staff holiday party: Wednesday, December 7 at 6 pm. It will be a potluck event with the Board providing the meal for staff and volunteers. Lacey will do invitations. Lacey made a motion to purchase \$50 Visa gift cards for 7 employees and 2 volunteers; seconded by Jane. Motion carried unanimously.

A motion was made by Lacey to adjourn; seconded by Laura. Motion carried. The meeting was adjourned at 7:09 pm. The next meeting will be held November 15, 2022, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary