

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, January 16, 2024

President, Beth Wagner, called the meeting to order at 6:32 pm. Board members present were David Garrison, Nick Birky, and Laura Stephenson. Kevin Moore arrived at 6:34. 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.

Correspondence:

- There were pieces of correspondence from staff and volunteers at the library thanking the board for the Christmas party and gifts.

Approval of Minutes

- Regular Board Meeting November 2023: approved as read
- Special Board Meeting November 2023: approved as read

Reports

- **Library Director:** Circulation is still good. Patron count and computer usage are both up slightly. Social media (Facebook & Instagram) are both slowly growing, but more people are using them consistently to find activities at the library. Most classes from Carlock Elementary have been coming to the library. There are two grade levels that have not been for different reasons (not wanting to walk down by the highway & curriculum demands). The Carlock Christmas event was a well attended event and the library was able to move some aspects of that program inside the building to help with weather issues. Maggie Thorp was recently hired (and began Jan 2) to cover approximately 9 hours per week. She will fill in when others are absent as well. A number of required documents were filed in the past quarter. Staff training is a focus for this year. RAILS offers on-demand training for library staff. There is a scheduled training on 1/18/24 over the lunch hour for all staff. The library will close for that training for 1 hour. The RSA mobile app (RSAcat) is down. Unfortunately, that was a highly used app for many patrons. SirsiDynix is building a new app, but it will likely be March before it is functional.
- **President:** No report
- **Secretary:** No report
- **Finance Committee:** No report
- **Policy Committee:** Policy committee met on Jan 4, 2024 to discuss the Public Use of the Library policy.

Financial Reports:

- **Financial Statements November and December 2023:**

- **November Report:** There was \$161,618.33 in total funds. The last of the real estate taxes was received for 2023. We do not expect to get more tax money until May.
- **December Report:** A little over \$12,000 was spent in the month of December. This is a typical spending month for the library. Total funds at the end of December were down to \$148,137.65. The library is supposed to receive \$184,000 in tax funding. Currently, the library has received around \$105,000. The remainder of the funding arrives in May and June. All funds are looking good currently. Money does need to be moved from the working cash fund to the unappropriated equity fund in order to pay the bills between now and when the remainder of the tax money is deposited into the library fund account. Beth made a motion to move \$35,000 from the working cash fund to be able to pay the bills until the remainder of the funding comes in. Nick seconded the motion. Motion passed unanimously. The board will need to look at how to bridge this gap better in the future.

Old Business:

- **Library Security:** Dave talked with some people about camera systems for the library. There is still the hard wired option, but you can also do wi-fi options that are less expensive. They are supposed to be sending some options as well as the costs associated with those. We will continue to discuss this as more information is available. Currently, the library is doing what it can to ensure 2 employees are here at all times and that it is at 3 staff members when large numbers of students are present for programs or field trips. There are still a few gaps in that coverage, however.

New Business:

- **Non Resident Card Program:** Carlock Public Library has not participated in the non resident card program in the past. The state guidance indicates that unserved areas should go to the areas that would also serve their schools. For our area, that is Eureka. Eureka does have a non resident card program. The recommendation is that we continue to refer non-residents in unserved areas to the Eureka Public Library. Kevin made a motion that we do not participate in the non resident card program. Beth seconded the motion. Motion passed unanimously.
- **Public Use of the Library Policy:** A few minor changes were made to the language to update the name of programs (Axis360 is now Boundless). “Ban” was changed to “bar” to indicate that inappropriate behavior may result in a temporary suspension from the library. The biggest changes are based on children in the library. Children under 10 must be accompanied and supervised by an adult at all times. A section was added for the Children’s Room. This section has been added to give staff authority to ask adults without children to leave the children’s area during children’s programs. During that time, they can relocate to another section and a staff member can retrieve materials for them if needed. The library needs to ensure that these new policies are enforced equally. Dave made a motion to accept the changes to the Public Use of the Library Policy. Kevin seconded the motion. Motion passed unanimously.

- **Board Member Position:** There is an open position on the board due to Lacey's resignation. Laura made a motion to post for an open board position. Beth seconded the motion. Motion passed unanimously.

Upcoming meetings:

- Next regular meeting: February 20, 2024 at 6:30pm.

Laura made a motion to adjourn the meeting. Nick seconded the motion. Motion carried unanimously. Meeting adjourned at 7:55pm.

Respectfully submitted,
Laura Stephenson, Secretary