

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, July 21, 2020

President Beth Wagner called the meeting to order at 7:00 pm. Other Board members present were Verona Barr, David Garrison, Mike Miller, Char Proctor, and Jane Randall. Library Director Denise Litwiller was also in attendance.

There were 5 visitors present with no public comment until the end of the open meeting.

The Pledge of Allegiance was recited.

**Correspondence:** Verona Barr submitted a letter of resignation from the office of Treasurer and from her position as Board Trustee. This will be her final meeting but she is available to the next treasurer in an advisory capacity.

A replacement for the treasurer position was discussed. A motion was made by Char to appoint Dave Garrison as Treasurer; seconded by Verona. Motion carried.

A motion was made by Mike to adopt a Resolution changing the authorized signatories for all accounts currently held at Heartland Bank and Trust to the following three: Treasurer David Garrison, President Beth Wagner, and Vice-President Char Proctor; seconded by Jane. Motion carried.

**Minutes Approved:** There were no additions or corrections to the minutes of the June 16, 2020, regular meeting; they were approved as printed.

#### **Director's Report:**

- 1) Denise submitted her Librarian's Report with 4<sup>th</sup> quarter usage and attendance. Since most of that time we were closed due to the pandemic, most of the numbers were lower than last year's 4<sup>th</sup> quarter. However, e-books were up from last year. The Library reopened July 6 with some restrictions. Dawn Neblock was present to report on the Summer Reading Program. There were 97 registered readers of all ages. Effort was made to provide an educational structure for readers and their families. The programs were 2-fold: packets handed out each week with crafts and activities, and programs in the park for families to participate in at their own time. The final event was an ice cream truck in the park sponsored by Ryan Eaves. All in all, the summer program was very successful and Denise praised Dawn's leadership.
- 2) A tax distribution of \$14,876.85 was received from Woodford County on July 14.
- 3) Denise took exception to the figures in Mike's July 14 email which stated the Library's annual check-outs went from 20,300 in 2015 to 14,500 in 2019. Her figures from the state reports showed the 2019 figure at 17,369. She thought the difference was that renewals were counted in the state report.
- 4) The legal notice announcing the hearing for the Tentative Budget and Appropriation Ordinance will be in this week's Quill and will be posted at the Library as well as on the Library website and facebook page. The August meeting has been moved to the 4<sup>th</sup> Tuesday, August 25, to allow the required 30 days' time for public inspection prior to the hearing.

#### **President's, Committee, Friends Reports:**

- 1) There was no President's Report, nor reports from the Finance, Policy, and Records Committees.
- 2) The Long-Range Planning Committee plans to meet before the next regular Board meeting to discuss implementation of their recommendations to promote the library and increase numbers.
- 3) Jane reported that Friends of the Library spring programs had to be cancelled and future programs have been put on hold for now. Mike asked if there would be Friends members willing to volunteer to help the Long-Range Planning Committee with their tasks such as survey projects. Jane will approach the Friends with that request.

**Financial Reports:** Mike made a motion to accept the financial statements for March, April, May, and June; seconded by Verona. Motion carried.

**New Business:**

- 1) The meeting date ordinance was presented for discussion. The August meeting was moved to August 25, 2020, as previously noted, and it was decided to hold regular meetings at 6:30 pm instead of 7:00 pm. A motion was made by Jane and seconded by Char to adopt Ordinance No. 2020-1 outlining the Meeting Dates for FY 2020-2021. Motion carried.
- 2) A motion was made by Mike to adopt Ordinance No. 2020-2 outlining Confidentiality policies as required by the State; seconded by Verona. Motion carried.
- 3) There was discussion regarding the Annual Budget and Appropriation Ordinance and the question of establishing a Working Cash Fund in addition to our Special Reserve Fund. Dave will contact accountant Phil Harland with questions, and the Finance Committee will meet on Weds, July 30 to review the budget.
- 4) Mike suggested that we compensate the Treasurer because of the time and responsibilities of the position. After discussion, it was decided not to take action.

**Public Comments:**

- 1) Visitor Ryan Eaves had some questions about the budget and tax rate and was satisfied with the board members' responses. He also suggested an HR (Human Resources) committee be established to deal with some of the communication issues that have occurred.
- 2) Dawn Neblock requested that the Board put Reader Zone on the agenda for our next meeting. The web-based reading program manager would involve a cost, probably less than \$100.

**Closed Session:**

The Board went into closed session at approximately 9:15 pm to discuss the Nominating Committee recommendations and staff evaluation and raises. This portion of the meeting was recorded.

The Board returned to open session at approximately 9:50 pm.

A motion was made by Verona to adjourn; seconded by Char. Motion carried. The meeting was adjourned at 9:51 pm. The next meeting will be held August 25, 2020, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, August 25, 2020

President Beth Wagner called the meeting to order at 6:35 pm. Other Board members present were David Garrison, Mike Miller, Char Proctor, and Jane Randall. Also present were Nick Birky, Lacey Fritsch, Library Director Denise Litwiller and Dawn Neblock.

The Pledge of Allegiance was recited.

Nick Birky and Lacey Fritsch were welcomed and sworn in as new trustees. They each recited the Loyalty Oath, which were then signed and notarized.

**Correspondence:** Denise read a letter from Illinois Prairie Community Foundation stating that the Library has received a \$1,500 donation from an anonymous donor. Denise will send a thank you to the Foundation to be forwarded to the donor.

**Minutes Approved:** Jane explained that the minutes of the closed session will be filed separately from the July 21, 2020, open meeting minutes. The Board is to review any closed meeting minutes twice a year to determine whether they need to remain confidential or if they can then be open to the public. The July 21 minutes were approved as corrected.

**Director's Report:** 1) Denise submitted her Librarian's Report for the year-end 2019/2020 (attached). Most numbers were down considerably due to the closure of the Library from March 19 through July 6 because of the COVID-19 pandemic, with only entryway pick-up available during that time. However, e-books and audio book check-outs tripled during that time. Program attendance numbers were good but would have been better if we hadn't had to cancel some programs. Denise will compare this year's numbers to last year's when the state report is completed. It is due to the State by September 1.

2) Denise contacted Cathy Metsker from the White Oak Township Board to ask why the Library has not received the replacement tax from the Township. Cathy reported that the money was denied because Dry Grove and Kansas Townships don't contribute. Cathy is checking with the State to determine what is required of the Township.

At 7 pm, the **Public Hearing on the Annual Budget** was called to order. Treasurer Dave Garrison explained that the tentative budget has been available for the public to inspect for 30 days. There were no citizens present in person and no citizens signed in on Zoom to participate in the hearing, so after allowing some time for late-comers, the regular meeting was called back into session.

**Reports:** 1) There was no President's Report, nor reports from the Policy Committee, Records Committees, or the Friends of the Library.

2) The Long-Range Planning Committee (3 board members and 3 public members) met and discussed how to reverse the trend of lower numbers of card holders and check-outs. Their current plan is to send surveys focusing on people who haven't renewed their library cards and those who have a valid card but haven't used them in recent months. They also plan to do a book collection analysis and compare our materials to other libraries. Nick volunteered to join this committee.

**Financial Report:** Phil Harland submitted a report comparing 2019 year-end with 2020 year-end, which was available to Trustees to review prior to this meeting. There has been a delay in receiving tax revenue due to the push-back in collection dates because of the COVID-19 situation. It was noted that our bond payment is due in September. Mike made a motion to accept the July 31, 2020, financial statement; seconded by Nick. Motion carried unanimously.

**New Business:**

- 1) The Board reviewed the budget ordinance. There were no further questions or concerns, so Mike made a motion to adopt the Annual Budget and Appropriation Ordinance # 2020-3; seconded by Lacey. The motion carried unanimously.
- 2) Dawn Neblock was present to discuss Reader Zone, the online app which was used during the Summer Reading Program. She explained the advantage of continuing its use by allowing our Library to create and host reading programs focusing on different groups, such as such as preschoolers, home-schoolers, or those enrolled in Unit 5 who are doing e-learning. She noted that it is affordable, easy to use, and encourages literacy in all age groups. After discussion, Jane made a motion to authorize Dawn to administer the Reader Zone program for up to 5 hours per week, for 2 groups: preschoolers and home-schoolers, the annual fee having already been paid; seconded by Lacey. Motion carried unanimously. The program will be reviewed at the next meeting.

**Closed Session:**

Jane made a motion that the Board go into closed session to discuss staff evaluations and raises; seconded by Dave. Motion carried unanimously. This portion of the meeting was recorded.

**Regular Session Reopened:**

The Board went back into regular session at approximately 9:20 pm. Dave made a motion to increase staff salaries as follows: Leanne Welch - \$16.04 per hour; Eric Larson - \$12.54 per hour; Nola Marquardt - \$12.33 per hour; Kim Bruninga - \$11.44 per hour; Dawn Neblock - \$11.33 per hour; Barbie Cors - \$15.00 per hour. In addition, Director Denise Litwiller's salary will be increased to \$35,700 per year and her vacation time increased to a total of 15 days. Motion seconded by Char. Motion carried with a vote of 6 ayes and 1 nay.

Copies of the FY 2020 Annual Financial Report which will be submitted to the Illinois State Comptroller were handed out to the Trustees to review for the next Board meeting.

A motion was made by Dave to adjourn; seconded by Jane. Motion carried. The meeting was adjourned at 9:34 pm. The next meeting will be held September 15, 2020, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, September 15, 2020

President Beth Wagner called the meeting to order at 6:35 pm. Other Board members present were Nick Birky, David Garrison, Mike Miller, Char Proctor, and Jane Randall. Lacey Fritsch arrived at approximately 7 pm. Library Director Denise Litwiller was also present.

The Pledge of Allegiance was recited.

There was no correspondence.

**Minutes Approved:** The minutes of the August 25, 2020, regular meeting (open and closed sessions) were reviewed and approved as printed. The minutes of the September 8, 2020, special meeting were reviewed and approved as printed.

**Director's Report:** 1) Denise reported that Mark Heiniger who has done recycling for the Library on behalf of the local Boy Scouts is giving up that task. Denise talked with the Village and beginning in October, Goodfield Disposal will pick up our recycling and a \$2 fee for that service will be included with our water bill. The Library will share a recycling bin with the Post Office behind the building. Jane will send a thank you note to Mark for his many years of volunteer service.

2) Denise also reported that the Library has recently completed a weeding project, pulling 70-90 books off the shelves. The books were at least 10 years old and haven't been checked out for some time. The Friends of the Library are considering having a book sale or bag sale of those items and other book donations.

**Reports:** 1) There were no reports from the President, Finance Committee, Records Committee, or Friends of the Library.

2) The Policy Committee met last December to revise the Meeting Room Policy. Because of the COVID-19 situation, that policy needs to be reviewed again. The Committee will find a date and meet soon.

3) The Long-Range Planning Committee met and discussed possible survey questions. The survey will focus on patrons who have a card and have checked out materials in the last six months, those who have a card and have not checked out materials in that time period, and people who used to have a valid card but no longer do. Beth and Denise are working on getting a list of names and addresses for the survey.

**Financial Report:** Dave reported that Phil Harland did not need to use any money from the Special Reserve Fund to pay the bond payment to Heartland Bank. Dave gave the Board a print out of total funds in our accounts as of September 15, the amount of taxes expected this fall, and the monthly operating expenses from September 2019 through May 2020, in order to look ahead and anticipate our financial situation in this fiscal year. After review, Jane made a motion to accept the August 31, 2020 and 2019, financial statement prepared by accountant Phil Harland; seconded by Lacey. Motion carried unanimously.

#### **New Business:**

- 1) The Board reviewed the Tax Levy Ordinance prepared by attorney Phil Lenzini. The budget hearing was held at the August 25, 2020, meeting and the proposed budget was published as required. There were no further questions or concerns, so Dave made a motion to approve Ordinance #2020-04 "Levying and Assessing Tax for Carlock Public Library District of the Counties of McLean and Woodford" for Fiscal Year July 1, 2020 to June 30, 2021; seconded by Char. The motion carried unanimously.
- 2) Denise reviewed the Comptroller's Annual Report. Lacey made a motion to approve the Comptroller's Report for filing with the State; seconded by Char. Motion carried unanimously.
- 3) Dave has discussed the renewal of our bonds with Shelly Scinto, representative from Ice Miller, bond counsel of Chicago, and with Tom Herr of the Carlock Heartland Bank. The balance will be amortized over 20 years (not 15 years) subject to a 5-year balloon. The new interest rate is a fixed rate of 2.50% for the next 5 years or until the next balloon maturity date of 9/05/2025. The new annual payment is

\$33,820.64 with the first annual payment due 9/5/2021. There is a \$1,500 fee from Ice Miller and \$175 payment due to Heartland Bank. The final contract will be presented at the next Board meeting. After discussion, Mike made a motion to adopt the following Resolution #2020-01; seconded by Lacey:

A RESOLUTION authorizing and providing for an Installment Purchase Agreement for the purpose of financing the costs of certain capital projects and authorizing and providing for the issue of not to exceed \$525,000 General Obligation (Limited Tax) Refunding Debt Certificates, Series 2020, evidencing the rights to payment under such Agreement, prescribing the details of the Agreement and Certificates, and providing for the security for and means of payment under the Agreement of the Certificates.

Motion carried with 7 ayes, 0 nays, and 0 abstentions. Dave will send the required paperwork to Shelly Scinto tomorrow.

- 4) Dawn Neblock was present to discuss Reader Zone. She has confirmed with the company the annual subscription (June 2020-June 2021) and they will provide additional training for Dawn to instigate programs for preschoolers and home-schoolers. She is planning to use the program “1000 Books Before Kindergarten” for the preschool group, and use the book lists from home-school curricula for the second group. She is hoping to have both programs launched by early October. Progress will be monitored and changes to or cancellation of our subscription are options.
- 5) In-Home Learning/Library’s Role: Parents have been calling and coming in asking about using the Library’s wi-fi for their students’ e-learning. After discussion, Mike made a motion to authorize the Policy Committee to establish a temporary policy regarding student use of Library internet service; seconded by Char. Motion carried unanimously.

On a related issue, Nick suggested that Denise call the Library’s internet provider Tel-Star Communications to establish two separate networks for security purposes—one exclusively for library use and one for public use.

A motion was made by Dave to adjourn; seconded by Jane. Motion carried. The meeting was adjourned at 8:32 pm. The next meeting will be held October 20, 2020, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, October 20, 2020

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, Char Proctor, and Jane Randall. Library Director Denise Litwiller was also present.

The Pledge of Allegiance was recited.

No public was present for comment. Correspondence: a thank you note was received from Mark Heiniger.

**Minutes Approved:** The minutes of the September 15, 2020, regular meeting were reviewed and approved as printed.

**Director's Report:** 1) Denise gave her 1<sup>st</sup> Quarter report. The numbers were low in July with some increases in August and September. Computer use is down likely because of safety issues due to the pandemic. E-book overdrive check outs and interlibrary loan numbers are up considerably. Parents have been ordering online and picking up books rather than bringing their children into the Library. 13 new cards were issued, which Denise found encouraging. Some public libraries in our area have not reopened their doors yet.

Toddler Time and Story Hour attendance has been very good. These programs will be moved from the Carlock Park to the White Oak Community Building beginning this week. There will be no charge to use the building. They may take a break over the holidays, but using the Community Building will be a good trial run to see how parents respond to an indoor program.

2) Postcards are going out to remind patrons whose library cards are about to expire. Linda Spencer is volunteering to work on this project, and in addition, is going back 3 years to remind former card holders that their cards are no longer current.

3) People have been inquiring about what the Library may be doing for Halloween. Denise plans to have bags of candy for the Toddlers and Story Hour kids. The Library will have treats for children who come in on the Thursday, Friday, and Saturday of Halloween week.

4) The separate network for administrative computers was installed but after one day it was discovered that the printer didn't work for the public computers so it was switched back until the problem could be worked out. A second printer is needed to separate the networks again and the Friends of the Library have offered to purchase the printer.

**President's Report:** Beth contacted the Illinois Attorney General's office to clarify whether our committees (e.g. Long Range Planning Committee) need to post an agenda 48 hours prior to a meeting in order to follow the Open Meetings Act. She determined that it is necessary. Mike disagreed saying that if the meeting is just for discussion and no action is being taken, it wouldn't be necessary to post. It was agreed to err on the side of caution and follow the OMA requirements.

**Policy Committee Report:** The Tentative Policy for Students Who Work on the Internet is on tonight's agenda for review. Mike stated that Meeting Room policy was put on hold in January and needs to be presented for review soon. The Confidentiality Ordinance needs to be reviewed to make sure it is in line with the State of Illinois confidentiality policy.

**Long-Range Planning Committee:** Mike suggested that the Board have Denise, library staff and volunteers make suggestions about how to rebuild our number of patrons and increase library usage.

**Friends of the Library Report:** Jane and Denise reported that the Friends discussed ways to use the money that's built up in their treasury. In addition to the second printer needed, new shelves, and gifts of books to the children at the Christmas event (if the Carlock Community Club is planning one) were suggested. Char added that it is uncertain whether the Firemen will have their Pancake Breakfasts in February where the Friends

usually have a book sale. Mike wants to buy all the hardback books that were weeded from the shelves and other donated hardbacks; those books are ready for him to purchase and take away.

There were no reports from the Finance Committee and the Records Committee.

**Financial Report:** Dave reviewed the tax receipts on the monthly financial report. The account information/signature cards from Heartland Bank are being updated. After review, Jane made a motion to accept the September report from Harland's Accounting; seconded by Nick. Motion carried unanimously.

**New Business:**

- 1) There will be three Library Board Trustee positions up for election on April 6, 2021. Denise will have the candidate packets ready for interested citizens to pick up. The petitions must be filed December 14-21, 2020, with a recommended 10 signatures. Notice of the open seats has already been published in the Quill and will continue. Signs will be posted at the Library, Post Office, Heartland Bank, and at the Township buildings in White Oak, Dry Grove, and Kansas and also publicized on social media and the Library website.
- 2) Samples of an Intergovernmental Agreement between a library and school district were reviewed. Such an agreement between Carlock Library and Unit 5 would allow us to provide library cards to the Carlock Elementary teachers and students even if they don't live within our district. And the school would promote use of the local library along with our programs and events. Denise will send out Hudson Library's agreement for Board members to review. A motion was made by Dave to table this discussion until the next meeting; seconded by Char. Motion carried unanimously.
- 3) The Long Range Planning Committee (LRPC) had 3 items for discussion:
  - a. Survey: Mike distributed a draft survey prepared by the LRPC. It would be sent to every household in our district via bulk mail. A few additions/revisions were suggested. Mike made a motion for the LRPC to proceed with the survey; seconded by Jane. Motion carried unanimously.
  - b. Collection Analysis: Mike explained that various book dealers offer to do a free collection analysis for libraries. The LRPC would like to do two analyses in order to compare the results. This information along with survey results would hopefully give us a good idea of the reading interests of the general public so we could gradually build up our collection to motivate more people to come in. Dave emphasized that the Board does not decide what books are to be purchased; that is one of the Director's responsibilities. Collection mapping, a community profile of interests and needs, is also an informational tool that can be used. Char made a motion stating that the Board endorses doing a collection analysis proposed by the LRPC; seconded by Mike. Motion carried unanimously.
  - c. Marketing Database: Mike explained that the LRPC wants to develop a marketing database to target promotions to specific interest groups. For example, people attending a gardening program would sign up to receive email or other notification of similar future events. The database would take a period of time to build up. It was noted that personal contact information would have to be given voluntarily to avoid any confidentiality issues. After discussion, Beth made a motion to endorse the development of a confidential marketing database which would include listserv and sign-ups gathered from library programs; seconded by Char. Motion carried unanimously.
- 4) The "Tentative Carlock Library Policy for Students Who Work on the Internet" prepared by the Policy Committee was presented. After review, the title was changed to: Carlock Public Library Policy for Public Internet Use. Dave made a motion to accept the policy as revised; seconded by Lacey. Motion carried unanimously.

A motion was made by Lacey to adjourn; seconded by Dave. Motion carried. The meeting was adjourned at 9:20 pm. The next meeting will be held November 17, 2020, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Special Meeting Minutes

### Friday, December 4, 2020

President Beth Wagner called the meeting to order at 6:33 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Char Proctor, and Jane Randall. Mike Miller was absent.

The Pledge of Allegiance was recited.

**Correspondence and Public Comment:** Twelve members of the public were in attendance in person and on Zoom. Beth read the rules for public comment according to the Carlock Public By-Laws. Leanne Welch and Pat Luber voiced their support of Denise. Additional comments were held over until the end of the meeting. Beth acknowledged the receipt of 18 letters from community members all in support of Director Denise Litwiller and the desire to keep her as director (available for public inspection at the Library). Correspondence from Michael and Sharon Miller expressing their objections to the recent closure of the Library was received (attached).

#### **New Business:**

- 1) **Using Zoom for meetings:** Dave reported that he has looked into purchasing a technology system for use in the meeting room, which would include large TV set on the wall with iPad, ceiling microphones, and video cameras. In addition to Board meetings, it could be used for children's and adult programs, and other presentations. The Friends of the Library are considering a large contribution to help with the cost of the system. The Open Meetings Act requirements for audio or video conferencing were discussed. If the Board wished to continue having electronic meetings after the pandemic, an ordinance would have to be enacted.

Lacey made a motion to allow electronic meetings via Zoom during the pandemic as allowed by the IL Governor's Executive Order suspending the requirement of in-person attendance by members of a public body; seconded by Nick. Motion carried 6-0.

Char made a motion to approve the purchase of a technology system as described by Dave with the money coming from contingency funds and possibly being reimbursed by Friends; seconded by Lacey. Motion carried 6-0.

- 2) **Hours of Operation:** The Library has been closed this week due to inadequate staff. Receipt of Staffing Recommendations from Trustee Miller was noted (attached). The Library is normally open 50 hours per week. Nola has expressed that she will not be working next week and will review the possibility of returning December 16. Eric is currently ill and no return date has been determined for him. Leanne is the only permanent employee able to work currently, and her hours total 30 hours per week. After discussion, Jane made a motion to temporarily reduce the Library hours to 30 hours, Leanne's regular hours, which are: Mon, Tues, Thurs: 12 noon – 7 pm; Fri: 12 noon – 5 pm; and Sat: 9 am – 1 pm, and as staff is able to return, we will resume our regular 50 hour week; seconded by Lacey. Motion carried 6-0. Hours will be posted and publicized indicating staffing issues.

**COVID response:** Dave will contact our cleaning person Barbie Cors to see if she is able to give us additional time to do extensive cleaning. If not, we will look into hiring additional outside cleaners. Staff is to leave her a note if there is an area that needs special attention. Current protocol includes quarantining all returned items before putting them back on the shelf, wiping down the front desk work area between shifts, and wiping down touch surfaces between patrons, such as desk and door knobs. Nick has a checklist for employees as they come to work that he will share. Char will purchase a non-contact thermometer to be used for employee screening.

Nick made a motion to adopt the following as our COVID Response: 1) We will follow recommended CDC guidelines; 2) Employees will self-monitor using checklist; 3) If an employee is unable to work due to COVID symptoms or exposure, they will be paid their regular salary; 4) Hours of cleaning will be increased as needed; 5) The current disinfecting protocols will be continued. The motion was seconded by Jane and carried 6-0.

Jane made a motion to amend the previous motion adding 6) In the event an employee uses sick time due to COVID-19 symptoms or exposure, the Library will close for a period of 48 hours for enhanced cleaning; seconded by Lacey. Motion carried 6-0. Dave will talk with Barbie about her availability on short notice to clean. Again, if not, an outside company will be contacted.

- 3) **Resignation of Library Director:** Denise Litwiller submitted a letter of resignation effective Monday, November 30, 2020. She has since said that she is willing to give us 2 week's notice if we want it. Char stated that we can a) accept her resignation, or b) try and persuade her to stay. A discussion followed regarding the reasons for her departure, which focused on the actions of an individual board member. Jane noted a paragraph from the *Illinois Public Library Trustee Manual, 2016*, under "Library Trustees and Personnel Practices":

"The director is responsible to the board as a whole, but not responsible to each board member individually. Individual board members, including the board president, have no power to make demands or give orders to the director. This does not rule out individual board members asking the director for clarification about issues facing the board or discussing with the director concerns that individual board members may have. The board must speak with one voice when delegating to the director, when giving direction to the director, when requesting information. The director must serve the board as a whole in order to manage the library efficiently." After further discussion, the following motions were made.

Beth made a motion to request legal guidance as to holding trustees to the "Public Library Trustee Ethics Statement" from the United for Libraries, a division American Library Association (ALA) and to the Illinois State Libraries' (ISL) *Illinois Public Library Trustee Manual*, Library Trustees and Personnel Practices. Motion was seconded by Nick and carried 6-0.

Lacey made a motion that the Board does not accept the resignation from Denise Litwiller and will work to create an environment more sustainable and positive for the Director; seconded by Char. Motion carried 6-0.

Lacey made a motion that the Library Director be removed as FOIA officer, leaving the secondary officer, who is currently Mike Miller, as primary FOIA contact; seconded by Dave. Motion carried 6-0. The FOIA request submitted by Mike and Sharon Miller on November 30, 2020, will be handled by Dave and a letter extending the response date will be sent to the Millers.

The discussion continued regarding the director position. Lacey made a motion to establish a Search Committee in the event that Denise does not agree to return, with Beth and Dave as Co-Chairs and Lacey agreeing to be a committee member and all Board members encouraged to participate. Motion was seconded by Char and carried 6-0.

**Public Comment** was invited again. Ten citizens voiced their opinions. Sandy Schwoerer, member of Friends, library volunteer, and former Board member, thanked the board members for their service and spoke in support of Denise. Rhonda Miller, acting President of the Village of Carlock, spoke in support of Trustee Miller, complimented the library facility and its work with young families, but criticized past handling of tax money. Joan McMullen, member of Friends and Dry Grove resident, would like to see the Board strive to make the Library a place the employees want to work. Leanne Welch, library employee, wants the Board to show Denise their support. Eric Larson, library employee, was critical of Trustee Miller and said it is currently difficult for all library employees to do their jobs and urged the Board to work aggressively to improve the situation. Pat Luber, member of Friends and long-time Community Club member, is thankful for the library's services and resources and supported Denise. Erin Judd, community member, called the Library "fantastic" and expressed support for Denise. Jan Reimer, life-long resident of the community and member of Friends, praised the Library and its services under Denise's leadership. Kim Bruninga, 5-year resident of Carlock, current story hour leader and president of Friends, applauded Denise as director and colleague. Isaac Judd, Village Board trustee, said his family loves using the Library but also supported Trustee Miller's motives of improving the Library, and urged resolution of the current disagreements through Board action.

Beth noted that there are currently three trustee positions up for election on April 6. There seems to be wide community interest in the positions which is encouraging.

A motion was made by Lacey to adjourn; seconded by Char. Motion carried 6-0. The meeting was adjourned at 9:30 pm. The next meeting will be held Tuesday, January 19, 2021 at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

**Carlock Public Library Board**  
**Attachments to the Special Board Meeting Minutes**  
**December 4, 2020**

TO: Carlock Public Library District Board

FROM: Michael and Sharon Miller

RE: Objection of Library Closure

We are sending these written public comments so as to make them a part of the Library's permanent records.

We strongly object to the sudden and arbitrary closure of the Carlock Library. This library is owned and governed by the public for the benefit of the public. The arbitrary and unnecessary closing of the library is a disservice to our current patrons and all the public.

There is no authority in the Illinois statutes or in the Carlock Library's by-laws for anyone other than the Board to close the library. Those that participated in the decision to close the library have acted unlawfully and beyond their statutory authority.

Those trustees that participated in this unlawful stunt should immediately resign as trustees and allow the public to retake control of its library.

Michael and Sharon Miller

**Staffing Recommendations**

1. We do not have a sufficient number of regular users of the library to warrant a full-time librarian or a full-time library director (yes, there is a difference in the two jobs).

Nearly a year ago we transferred all of the accounting and financial statement work from Denise to our accountant. This freed up a lot of Denise's time. You probably also noticed that Denise was pushing more and more of her children's program work into Dawn's lap.

From now until about June there is not much need for a director.

2. We have an Assistant Librarian that I think will do a better job working with the entire Board than Denise ever did. Maybe Leann would agree to continue her part-time job as a greeter and add a few hours a week to open the mail, deal with the payroll timesheets, and train new greeters.
3. I have long been concerned about the average age of our greeters and the lack of a new generation of greeters. We should begin to methodically build a pool of younger greeters. When Leann is sitting at the greeter's desk she could also be training a new greeter. The greeter is the only job that is essential to opening the library each day. A pool of 3 or 4 new greeters would provide us a lot of staffing flexibility.

4. I am impressed by Dawn's eagerness to seek the Board's approval of her proposed reading programs for kids. She brings a cooperative attitude to the job. I think we should put her in charge of the children's reading programs, but still on a part-time basis.
5. Due to health issues Erik Larson has not been a dependable greeter for us. Due to age, I don't think we should continue to place so much reliance on either Nola or Erik. That is why the younger trainees are so important. Erik was also given the responsibility for the history room, but that has been a failure. We need to face the fact that the history room is wasted space. I suggest that when recruiting new greeters, we look for someone interested in developing a local history library.
6. In October the board voted to proceed with two collection analyses. Due to Denise's strong opposition to the project, I doubt that she proceeded to implement the Board's decision. It is my understanding that these analyses are not labor intensive on our part. I believe that Chris Bohne would agree to counsel Leann on how to proceed.

TO: Carlock Public Library District Board

FROM: Michael and Sharon Miller

RE: Objection of Library Closure We are sending these written public comments so as to make them a part of the Library's permanent records. We strongly object to the sudden and arbitrary closure of the Carlock Library. This library is owned and governed by the public for the benefit of the public. The arbitrary and unnecessary closing of the library is a disservice to our current patrons and all the public. There is no authority in the Illinois statutes or in the Carlock Library's by-laws for anyone other than the Board to close the library. Those that participated in the decision to close the library have acted unlawfully and beyond their statutory authority. Those trustees that participated in this unlawful stunt should immediately resign as trustees and allow the public to retake control of its library.

# Carlock Public Library Board

## Special Meeting Minutes Monday, December 14, 2020

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, Char Proctor, and Jane Randall. Denise Litwiller was also present along with 17 visitors in person and on Zoom. The meeting was recorded.

The Pledge of Allegiance was recited.

**Correspondence:** Beth read a letter from Nola Marquardt submitting her resignation from the Library staff effective December 31, 2020. She will work her Wednesday hours through that date.

**Public Comment:** Beth read the rules for public comment according to the Carlock Public By-Laws. Eric Larson, Library employee, patron and White Oak Twp resident, spoke in support of the efforts of the Board to retain Denise as Director and rein in the behavior of Trustee Miller, which Eric considers abusive and intimidating. Doug Litwiller felt that the ongoing situation is a struggle and waste of time for not only his wife Denise and the Board but causes the Library to suffer. Pat Luber reported that the Friends of Library mailed a letter to Board in support of Denise, expressing their concerns, and asking to be kept informed of the Board's actions to resolve the current conflict. The letter had not been received as yet.

### **New Business:**

- 4) **Staff Holiday Gifts:** In lieu of having a staff party this year due to COVID restrictions, a motion was made by Dave to purchase a \$50 VISA gift card for each of the staff and volunteers, a total of 10; seconded by Jane. Motion carried 7-0. Nick volunteered to get the gift cards.
- 5) **Library Director Job Difficulties:** Denise was asked to attend the meeting to make a statement. She expressed her pleasure serving as Director and her desire for a resolution so she can return to a job she loves. She would consider rescinding her resignation under these circumstances: a) she would receive no emails from Trustee Miller or his family, that all messages would go through the Board President or Vice-President. She would comply with any requests received through the Board. b) the Millers would not be allowed to send letters to her at her home or work, c) Mike and Sharon Miller be required to wear masks in the Library as other patrons are, d) unreasonable requests for information be shut down by the Board, e) if not already done, Denise be relieved of her duties as FOIA officer.

Mike was asked to respond. He noted that as trustees in a public Library district, we are responsible to the all citizens in our district but feels we are responding to a small group of library patrons, especially parents and young children. He noted the drop in number of patrons and usage. He feels the Board as a whole is not willing to go forward with efforts to improve our statistics and efforts of the Long Range Planning Committee are not being supported. He will not stop pushing and feels a person in a public job must be willing to accept criticism. He has discontinued one-on-one conversations and emails to Denise.

Some of the Long Range Planning Committee's plans were reviewed. The acceptable ways for Board members and Director to communicate were reviewed, as were the guidelines of the Open Meetings Act.

Nick pointed out that although he supports some of Mike's ideas for library improvement, he felt Mike's methods were causing disruptions and arguments, all to the detriment of the Library's functioning, and therefore asked for Mike to resign. Mike stated he will remain in his position as trustee for the remainder of his term. He feels he has a responsibility to the public to dissent when he disagrees with any Board action, and will publicly say so if necessary.

Dave said the problems we're having now may make it more difficult to find staff replacements as needed and we need to show the Carlock community that the Library is a good place to work.

Dave made a motion that all communication, letters and emails from all trustees shall go through the Board President. She shall determine if any issues need immediate attention or if they can wait until the

next board meeting. Motion seconded by Nick and carried with 6 ayes and 1 nay from Mike. Beth asked Denise to think about tonight's action and discussion and contact the Board with her decision regarding her return as Director.

Beth reported that she obtained legal advice about holding trustees to standards set down by the Secretary of State's Office. Because trustee is an elected position, options are limited. One option is to issue a commendation for the Director. So after further discussion, Char made a motion to commend Denise noting our appreciation for her service to the Library and support for her return as director. Jane noted that on December 4 Denise received the Citizen of the Year Award from the Carlock Community Club and seconded the motion. Motion carried with 6 ayes and 1 abstention from Mike.

With regard to Nola's resignation, Beth noted that as determined at the last meeting, Library hours of operation would be reduced if Nola's position is not filled by January. Hiring of staff comes under the duties of the director.

A motion was made by Lacey to adjourn; seconded by Char. Motion carried 7-0. The meeting was adjourned at 8:16 pm. The next meeting will be held Tuesday, January 19, 2021 at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, January 19, 2021

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, Char Proctor, and Jane Randall. Library Director Denise Litwiller was also present. There were 10 visitors present in person and on Zoom.

The Pledge of Allegiance was recited.

**Correspondence:** A note was received from Nola Marquardt thanking the Board for the flowers and candy for her retirement. Four thank you notes were received from staff members for the Christmas gift cards. Mike read a correspondence from him dated December 15, Request for Formal Apology (attached).

**Minutes Approved:** The minutes of the October, 2020, regular meeting were reviewed and approved as printed. The minutes from the December 4, 2020, special meeting were reviewed. Mike stated that he felt the minutes were over-sanitized and didn't reflect the true vitriol in some of the criticisms made at the meeting, although he understood that the minutes would not be revised at this point. His objection was noted and the minutes stand approved as printed. The minutes from the December 14, 2020, special meeting were reviewed. Mike made the same objection to these minutes. So noted and they stand approved as printed.

**Director's Report:** 1) Denise gave her 2nd Quarter report with check-out numbers, noting that the Library was closed for a week during that time. E-book check outs were up, and reminder cards continue to be sent to patrons whose cards have expired. When the Post Office returns notices, the patron is removed from the system and their card is filed with those expired. 2) Denise noted that Nola Marquardt resigned as of December 31, 2020, and Linda Spencer has been hired to work Wednesday hours.

**President's Report:** Beth had no report, but Mike questioned the approval of the date change for Denise's resignation which she noted in her letter rescinding the resignation. Jane noted that the letter was a statement of Denise's intention and further Board discussion will be needed.

**Committee Reports:** There was no report from the Finance Committee – they will begin to look at next year's budget in March. There were no reports from the Records Committee nor the Long Range Planning Committee. The Policy Committee had no report but will be meeting soon to address the use of the new tech equipment in the meeting room.

**Friends of the Library Report:** Kim Bruninga, President of the Friends, was present on Zoom and reported on their recent meeting. They plan to have a representative of the Friends at future Board meetings with the intention of staying in communication. Friends voted to cover the full cost of the new meeting room equipment, and hope to use that equipment for a number of programs and presentations, realizing that the usage policy from the Board must be in place before pursuing that plan. Because the Firemen's breakfasts are not taking place this year, the Friends will be having a used book Bag Sale in the Library during the month of February along with the Basket Raffle.

**Financial Report:** Dave reviewed the tax receipts on the December financial report, which included a recap of October and November. After questions about the Working Cash Fund, Mike made a motion to accept the October, November, and December reports from Harland's Accounting; seconded by Lacey. Motion carried unanimously.

#### **New Business:**

- 1) Per Capita grant: The Board and Director began the review of *Serving Our Public 4.0 Standards for Illinois Public Libraries*, published by the Illinois Library Association 2020, to evaluate the Library's performance regarding the 13 chapters/areas of importance. Our objectives and priorities will be outlined and submitted on the application form for the Illinois Public Library Per Capita and Equalization Aid Grant, applying for grant money from the Illinois State Library. Three chapters: 4) Access, 5) Building



Infrastructure and Maintenance, and 6) Safety were examined. The Policy Committee will meet and continue the review and bring their recommendations to the full Board at the February meeting. A Policy Committee meeting was set for Tuesday, January 26 at 6:30 pm. Members of the Policy Committee are Beth, Dave, Mike, and Lacey. All board members are welcome to attend and the meeting will be posted as per the Open Meetings Act.

- 2) Intergovernmental Agreement for Library Services: This discussion was begun at the October meeting—where the Library would work with Unit 5 Schools to promote our services and programs. After discussion, Dave made a motion to pursue an intergovernmental agreement with Unit 5; seconded by Jane. Motion carried unanimously. Denise will contact Unit 5 to move toward this goal.

**Closed Session:**

Visitors were asked to leave and the Board went into closed session at 9:08 pm to review the closed session minutes from previous meetings. The Board returned to open session at 9:15 pm.

Being no further business, a motion was made by Lacey to adjourn; seconded by Char. Motion carried. The meeting was adjourned at 9:17 pm. The next meeting will be held Tuesday, February 16, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

**Carlock Public Library Board**  
**Attachment to the Board Meeting Minutes**  
**January 19, 2021**

TO: Carlock Library Board

FROM: Mike and Sharon Miller

RE: Public Comments – Request for Formal Apology

DATE: December 15, 2020

At the December 14, 2020 Special Board Meeting, the Board made it clear that it wants to insulate itself and the Library Director from any public criticism. It is also clear that the Board is prepared to take extreme measures to stifle public criticism and dissent, especially if the dissent is coming from a fellow trustee. We believe that first amendment rights are not suspended when it comes to dealing with the Carlock Library Board, its President, or the Library Director.

The Board must now address the following special case.

In August 2019 the Board held a public hearing to receive comments on its tentative budget for the fiscal-year ending June 30, 2020. Catherine Metsker, White Oak Township supervisor, attended the hearing and participated with comments and questions. Catherine was treated rudely by Trustees Barr and Inselmann, while other Board members sat silently. The Board's silence implied it condoned the rude behavior of Barr and Inselmann.

Catherine Metsker attended the December 14, 2020 Special Board Meeting. At that meeting Library Director Denise Litwiller attacked Catherine for her participation in the 2019 public hearing. The attack on Catherine by the Director was filled with falsehoods, but that is not the point. The main point is that an attack on a member of the public by the Library Director is out of order and should have resulted in an immediate termination of her employment at the Library.

The Library needs to find a way to increase its fading public support. Attacking the public comments of one of the District's township supervisors is irresponsible and embarrassing. As a remedy a formal apology on behalf of the President and the Board as a whole should be sent to Catherine Metsker. In addition the Board should reprimand the Library Director in writing. Both the apology and the reprimand should be sent to Catherine and both should be made part of the public record.

Mike and Sharon

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, February 16, 2021

President Beth Wagner called the meeting to order at 6:38 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, Char Proctor, and Jane Randall. Library Director Denise Litwiller was also present. There were 3 visitors present on Zoom.

Note: As allowed by Illinois law during the pandemic, the meeting is being held in-person and electronically.

The Pledge of Allegiance was recited.

**Correspondence:** none

**Minutes Approved:** The minutes of the January 19, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed. Jane read the minutes from the Closed Session on January 19, 2021. With no reason to keep the contents of the closed minutes confidential, Lacy made a motion to enter the minutes from the January 19, 2021 Closed Session into the public record; seconded by Char. Motion carried unanimously.

The Policy Committee notes will be discussed as agenda items.

**Director's Report:** 1) Because of an inquiry about non-fiction and reference materials requested via interlibrary loan, Denise prepared a report on those figures for a 2-week period in January-February. A total of 72 items were requested by all ages; 13 of those items were for non-fiction and reference, which is 18%. 2) Denise announced that the Library is having a community program on Tuesday, March 2 with a presentation by local author Sharon MacDonald [who co-wrote *Carrying the Colors: The Life and Legacy of Medal of Honor Recipient Andrew Jackson Smith*]. Only 10 people will be allowed to attend in person and must sign up prior to the program; others can attend via Zoom. 3) Mike inquired about moving forward with a collection analysis. Denise will continue looking for a company that offers that service.

**President's Report:** none

**Committee Reports:** There were no reports from the Finance, Records, and Long Range Planning Committees. Policy Committee issues are agenda items.

**Friends of the Library Report:** Pat Luber was in attendance on Zoom representing the Friends. She reported that the Book Sale and Basket Raffle are in-Library only this year due to no Firemen's Breakfasts, and sales are going well. There will be a spring garden program on either April 19 or April 26 by Niepagen's Garden Center. The same guidelines as the MacDonald history program will apply—10 people attending in person, others on Zoom. Pat also reported that the Friends voted to pay for the printing and mailing costs of the Library newsletter for the current year, 3 issues.

**Financial Report:** Dave reviewed the January financial report. The VISA payment was not received so was reissued and will be reflected in the February report. Jane made a motion to accept the January report from Harland's Accounting; seconded by Lacey. Motion carried unanimously. Mike noted that in order to comply with the Per Capita Grant requirements, a separate fund should be established for any money received from that grant. Dave will talk to Phil Harland to establish a separate fund.

**New Business:**

- 1) Per Capita grant: The Policy Committee met and discussed objectives and priorities to be included in the grant application. After discussion of those recommendations and uses for any grant money received, Lacy made a motion that Mike draft the comments for each chapter on the application form and submit to Board members; seconded by Char. Motion carried unanimously.

- 2) Meeting Room Policy: After discussing the proposed changes recommended by the Policy Committee, Jane made a motion to adopt the Meeting Room Policy as revised; seconded by Mike. Motion carried unanimously. The revised policy is available to view in the CPLD Policies and Plans book at the Library.
- 3) VISA card: Heartland Bank still has Leslie Klockenga authorized as a VISA card user. Dave made a motion to cancel VISA card #4031 8320 0001 6338; seconded by Beth. Motion carried unanimously.
- 4) Library Director Search Committee: Mike recommended that the Board review job descriptions and look at our staff requirements as a whole before forming a search committee. A special board meeting will be held on Tuesday, March 9 at 6:30 pm to discuss our needs and the search and application process.
- 5) Snow removal: Pat Hill has been removing snow in front of the Library for a long time without compensation. Dave will talk to him and offer him a hired position. Jane made a motion to purchase a \$50 VISA gift card to give Pat as a thank you; seconded by Beth. Motion carried unanimously.

Being no further business, a motion was made by Char to adjourn; seconded by Lacey. Motion carried. The meeting was adjourned at 8:55 pm. The next regular meeting will be held Tuesday, March 16, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, March 16, 2021

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, Char Proctor, and Jane Randall. Library Director Denise Litwiller was also present. There were 3 visitors present on Zoom.

The Pledge of Allegiance was recited.

**Intergovernmental Agreement:** To accommodate invited guests, the New Business agenda item Intergovernmental Agreement was taken up first. Brian Chase, Normal Public Library Director, and Randi Sutter, NPL's Children's Librarian, were in attendance on Zoom. They were invited to discuss their program working with Unit 5 School District to legally share data to assure all school children and teachers within their district have library cards and access to all library materials. Within this agreement, they are also able to send promotional information about library events, such as book sales and summer reading programs. Both Brian and Randi are available to help us as we seek to establish our intergovernmental agreement with Unit 5. Denise will contact Unit 5 attorney Curt Richardson to initiate the process. Beth suggested that work begin on the promotional materials that will be sent out to students who are receiving new cards.

**Public Comment:** Jane noted that the Friends of the Library are sponsoring 2 programs in April: Fr. Dominic's Pizza Presentation on Thursday, April 8, 7 pm, and Niepagen's Spring Garden Program on Monday, April 26 at 7 pm.

Mike wanted it noted that he objects to raising money from the public (e.g. the Friends Basket Raffle) and the money not going directly into the Library's budget.

**Correspondence:** none

**Minutes Approved:** The minutes of the February 16, 2021, meeting were reviewed. Two corrections were needed: 1) spelling of Lacey's name, and 2) deletion of the full Visa credit card number being cancelled at Heartland Bank; only the last 4 digits will be stated. The minutes of the February 16 meeting stand approved as corrected. The minutes of the March 9, 2021, Special Meeting were approved as printed.

**Director's Report:** 1) Story Hour and Toddler Time have resumed with good attendance, and will remain at the White Oak Twp Community Building until the weather warms and they can be held outdoors. There will be no programs on Thursday, March 25 due to Spring Break on the Unit 5 calendar. 2) The Per Capita grant application was completed and sent to the State of IL on time. 3) The State of IL Annual Library Certification has been received. 4) Denise and Dawn Neblock will begin planning the Summer Reading Program shortly. 5) There has been no progress in securing someone to do a collection analysis. 6) Pat Hill returned the Visa gift card sent to him. He does not want compensation for doing snow removal for the Library. 7) The Library is sponsoring 2 programs during the month of April: a) Will Your Taxes Affect Your Retirement? and b) Building Your Retirement Foundation.

**President's Report:** none

**Finance Committee:** A meeting was scheduled for Tuesday, April 6 at 6:30 pm to begin the budget process for next year. Members of the Finance Committee are Beth, Dave, Mike, and Lacey.

**Policy Committee:** A meeting was scheduled for Monday, April 12 at 6:30 pm look at all Library policies to determine which ones have highest priority to update. Members of the Policy Committee are Beth, Dave, Mike, and Lacey.

There were no reports from the Records Management nor the Long Range Planning Committees.

**Financial Report:** Dave reviewed the February financial report. He will talk with Phil Harland about the amount of our tax levy and the schedule to receive tax income. Jane made a motion to accept the February report from Harland's Accounting; seconded by Lacey. Motion carried unanimously.

**New Business:**

- 1) The minutes of the December 4, 2020, Special Meeting and the January 19, 2021, meeting were reviewed with regard to attachments to the minutes. After discussion, Jane made a motion to amend the December 4, 2020, minutes to read: "Beth acknowledged the receipt of 18 letters from community members all in support of Director Denise Litwiller and the desire to keep her as director (available for public inspection at the Library)." Motion seconded by Lacey and carried unanimously. Jane then made a motion to amend the previous motion by adding: The minutes of the January 19, 2021, meeting stand as originally approved; seconded by Lacey. Motion carried unanimously.
- 2) Jane offered a draft Job Description for our Library Director for consideration. Char made a motion to adopt the document as presented; seconded by Beth. Motion carried unanimously.
- 3) Library Director Search: Denise confirmed her plans to retire on June 30, 2021. There was discussion regarding the search process and director's hours, compensation, and benefits. Dave will ask Phil Harland about what is involved in setting up a 401(k) plan. A Director Search Committee was established with Beth, Nick, Lacey, Char, and Jane as members. A meeting was scheduled for Friday, March 19 at 6:30 pm.

Being no further business, a motion was made by Lacey to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 8:56 pm. The next regular meeting will be held Tuesday, April 20, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, April 20, 2021

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, and Jane Randall. Char Proctor arrived at 6:59 pm. Library Director Denise Litwiller was in attendance and newly elected board member Laura Stephenson was present to observe.

The Pledge of Allegiance was recited.

**Public Comments:** None. Beth noted that the Board will take a short break in the meeting at 7pm to honor Char at her last board meeting.

**Correspondence:** A note was received from Midwest Food Bank thanking the Carlock Library for their generous donations from the recent Easter Food Drive.

**Minutes Approved:** The minutes of the March 16, 2021 regular meeting were reviewed. With no additions or corrections, they stand approved as printed. The minutes from the March 19, 2021 and March 24, 2021 Director Search Committee meetings were reviewed and approved as printed.

**Director's Report:** Denise presented the 3<sup>rd</sup> Quarter report with a total of 3,752 check-outs of all adult, young adult, and children's materials. There was a tally of 123 computer uses, and 385 e-book check-outs. 27 new cards were issued, 2 Story Hour and Toddler Times were held in March, 12 people attended the Sharon MacDonald author program, and 9 people participated in the passive program. In addition, 51 people attended the Father Dom Pizza presentation (6 in person and 45 on Zoom), and 6 attended the Ryan Eaves tax program (1 in person and 5 on Zoom).

Denise said she has received a notice from Zoom that we've exceeded our cloud recording limits. After some discussion, Nick volunteered to take the lead on figuring out a long-term solution to storing and having access to our recorded meetings.

**President's Report, Secretary's Report:** none

**Committee Reports:** There were no reports from the Policy, Records, and Long Range Planning Committees. Dave reported that the Finance Committee met on March 9 to monitor the fiscal year's budget and the numbers are on essentially on target. They also looked at ways to add additional funding and discussed wages for the new Library Director.

At 7 pm the Board took a short break for an informal reception to honor Char Proctor as this was her last board meeting. She has been involved in the Library since its beginning in 1979. There were 5 additional people present to join the Board in offering their thanks and congratulations to Char.

The formal board meeting resumed at 7:26 pm.

**Financial Report:** Dave reviewed the March financial report. He stated that the budget is on track to finish out the year out in a healthy state. Jane made a motion to accept the March financial report from Harland's Accounting; seconded by Nick. Motion carried unanimously.

**New Business:**

Beth brought up the need for an interim plan in case the Library Director is ever absent, as recommended in the ILA's Standards for Illinois Public Libraries. Safety and continuity of operations (bill paying, emergency contacts, reporting, etc) are the main concerns. Beth will send out a list of the major issues and suggestions on who would handle each, so board members can review and plan to discuss at the next meeting.

**Closed Session:**

Visitors were asked to leave and the Board went into closed session at 7:55 pm to discuss personnel issues: 1) the applicants for the Library Director position and an offer of employment, and 2) the Library Director resignation. The Board returned to open session at 9:09 pm.

Being no further business, a motion was made by Lacey to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 9:10 pm. The next regular meeting will be held Tuesday, May 18, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary



# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, May 18, 2021

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 Denise Litwiller was in attendance as well as four visitors.

The Pledge of Allegiance was recited.

The Abstract of Votes Cast at the 2021 Consolidated Election was received from McLean County Clerk Kathy Michael confirming the election of Lacey Fritsch, Laura Stephenson and Nicholas Birky as Library Trustees. The Oath of Office was administered to each of them. Slate of Officers was presented to the Board: President – Beth Wagner, Vice President – Lacey Fritsch, Secretary – Jane Randall, Treasurer – Dave Garrison. Nick made a motion to accept the slate of officers, seconded by Laura. Motion carried with 6 ayes and 1 abstention.

**Public Comments:** None.

**Correspondence:** A letter to the Board was received on May 18, 2021, from Kim Bruninga resigning from her position as Story Hour Leader. Denise reported that Kim knows of another retired teacher who may be interested in the job.

**Minutes Approved:** The minutes of the April 20, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed.

**Director's Report:** 1) Denise suggested that there be a review of the mask rules in the Library; people are asking questions since the CDC revised their recommendations recently. There is a program scheduled for the meeting room on June 1 ("Money and Kids") that the presenter Ryan Eaves prefers in-person attendance only rather than a Zoom presentation. After discussion, it was agreed that the signs requiring masks in the Library be taken down leaving mask-wearing up to individual discretion, but that masks will still be required at all group events in the Meeting Room, and attendance will be limited to 60% capacity or 30 people in the Meeting Room. 2) Denise reported that the Library will discontinue buying music CDs, at least for the time being, because check-outs of CDs has dropped considerably. This plan of action will be monitored and reviewed. 3) She also reported that there are 2 sessions of Story Hour/Toddler Time remaining. They are taking place outdoors at the Carlock Park. 4) Donations for the Summer Reading Program are expected from the Friends of the Library and the Carlock Community Club. Denise verified with Treasurer Garrison that contributions can be earmarked for the summer program within the Library budget.

**President's Report:** none.

**Secretary's Report:** Jane handed out new information notebooks to each trustee. As policies, plans, etc. are revised, the updated information will be distributed to be added to the books.

**Financial Report:** Dave had no report but requested a Financial Committee meeting and one was scheduled for Thursday, June 10 at 6:30 pm.

**Committee Reports:** 1) The Policy Committee met on May 4, 2021. The minutes of the meeting were reviewed and accepted as printed. 2) It was agreed to dissolve the temporary Records Management Committee. 3) The Long-Range Planning Committee had no report.

**Financial Report:** Dave reported that there should be an adequate amount of money left to pay bills in this fiscal year. Some adjustments are expected depending on when tax revenues are received. Denise asked about the charges from Hermes for furnace maintenance. She will review their statements of services and charges. Jane made a motion to accept the April financial report from Harland's Accounting as printed; seconded by Beth. Motion carried.

**New Business:**

- 1) **Confidentiality Policy:** A draft policy was presented regarding registration and circulation records, and whether that information can be shared within a family unit. After discussion, Dave suggested that there were two issues: confidentiality of records, and sharing of information among family members. This item will go back to the Policy Committee for further deliberation.
- 2) **Status of Replacement Tax:** Since the personal property tax was eliminated in Illinois, the State disperses money to White Oak Township to distribute to entities that lost revenue as a result of the discontinued tax. The Township Board has not issued any payment to Carlock Library the last two years. Their argument is that the Library changed its status by becoming a district library after the cutoff date. Attorney's fees would exceed the amount gained if legal action was taken so the situation remains in limbo.
- 3) **Interim Director Plan:** A list of tasks and who would be responsible for them in the absence of the Library Director was presented. It was agreed the important thing is communication. Board members will review the list and continue discussion at the next meeting.
- 4) After reviewing topics requiring closed session, it was decided it was appropriate to proceed in open session with the following. A letter was received from Barbie Cors, the Library's cleaning person. She said someone stating that they were on the Board called her and asked her a number of questions about her pay and what cleaning she was doing during the COVID shutdown. She referred him to Denise but he indicated he would not contact her. She felt angry and intimidated. Lacey suggested a letter be sent to Barbie showing appreciation for her work, letting her know that she is a valued employee and that she is at no risk of losing her job. Jane will send a card, and Beth will talk to Barbie to ask for the date of the call and to see if she would have a name and/or phone number that she blocked.
- 5) Jane reported that the Friends are having the outside windows on the south and west sides of the building cleaned by Ambassador Window Cleaning of Congerville, and that the Friends are purchasing a new paper cutter for the Library.

Ryan Eaves thanked the Board for allowing him to hold education workshops for the community in the meeting room, and he also wanted to state publicly that he and his family are very appreciative to Denise for all she's done as Library Director.

Being no further business, a motion was made by Lacey to adjourn; seconded by Nick. Motion carried. The meeting was adjourned at 8:15 pm. The next regular meeting will be held Tuesday, June 15, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary

# Carlock Public Library Board

## Regular Meeting Minutes

### Tuesday, June 15, 2021

President Beth Wagner called the meeting to order at 6:34 pm. Other Board members present were Nick Birky, Lacey Fritsch, David Garrison, Mike Miller, and Jane Randall. Laura Stephenson was absent. Library Directors Denise Litwiller and Christie Lau were in attendance. There were no visitors.

The Pledge of Allegiance was recited.

**Public Comments:** Mike Miller questioned the policy that public comments are only allowed at the beginning of each Board meeting. He thought it would serve the public better if comments were allowed during the meeting when it was relevant to the issue being discussed. Beth noted that this issue will be addressed by the Policy Committee.

**Correspondence:** Denise reported that gifts were received from the Village of Carlock and the Carlock Community Club. The Village donated \$250 for the Summer Reading Program. The CCC also donated \$250 to the Summer Reading Program, and sent an additional \$250 to pay the Library for the books handed out at the Christmas Tree Lighting last December.

**Minutes Approved:** The minutes of the May 18, 2021 meeting were reviewed. With no additions or corrections, they stand approved as printed. The minutes from the Finance Committee meeting on June 10, 2021 were also reviewed and were accepted as printed.

**Director's Report:** 1) Denise reported that the kick-off for the children's summer reading program will be Friday, June 18 with the showing of the movie "Spies in Disguise" at the White Oak Community Building. The adult/teen summer reading program has already begun and the first drawing for prizes will be Monday, June 21. Currently there are 26 signed up—normally we have 50-55, so Denise will do some additional advertising on facebook to increase participation. 2) The summer newsletter was sent out last Thursday. 3) Denise and Christie have been working together since June 1 and the training has been going fine. Christie sat in on staff evaluations, and they will tackle the state reporting and grant process in the next week. 4) Denise and Christie brought up an issue of inconsistent description of an employee's time away from work. Christie's employment contract uses the terms "vacation time" and "sick time". The Personnel Policy was revised on September 18, 2018 using the term "paid time off". These discrepancies will be reviewed and revised. 5) Denise noted that the State of Illinois has entered into Phase 5 of the COVID-19 reopening plan. After a discussion of recommendations by the State and CDC, the Board asked Christie to post a sign of durable quality outside the meeting room indicating the room capacity is 50, which is what the fire code allows. A new mask sign will be posted reading, "Vaccinated? Masks not required. Unvaccinated? Masks strongly recommended. Masking for children and immune-compromised? Greatly appreciated." It will be left up to individuals entering the library, including the staff, as to whether they wear a mask or not.

**President's Report:** none.

**Secretary's Report:** Jane handed out an info sheet listing current Board of Trustee officers and committee members for the trustee notebooks. She also reported that a draft of the Intergovernmental Agreement between Carlock Library and Unit 5 schools was reviewed by Brian Chase of Normal Public Library and with his recommendations was emailed to Curt Richardson of Unit 5. Mike wondered how Unit 5 identifies students as living within our library district. That question will be investigated.

**Financial Committee:** Dave reported that the committee met as indicated in the June 10 minutes submitted tonight. Budget figures were discussed, with the main question being wages for staff. This issue will be discussed in closed session. The question arose about the amount of our tax levy and what we are limited to by the State in comparison to the assessed value of property in our district. Dave will talk to accountant Phil Harland, attorney Phil Lenzini, and the McLean County Clerk's office about determining this figure. The Finance Committee will meet again on July 13 at 6:30 pm. Mike urged all Board members to review the appropriations budget and the assessed value figures so informed decisions can be made.

**Policy Committee:** No report, but a meeting was scheduled for June 29 at 6:30 pm.

**Long-Range Committee:** No report.

**Financial Report:** Dave reported that tax money has been received from McLean County and more may come in before the end of the month. Any balance at the end of the fiscal year will go into either the Special Reserve Fund or the Working Cash Fund to bring the balance to \$0. These two funds are to be kept separate from our general savings, so Dave will move them into a new account at Heartland Bank. Jane made a motion to accept the May financial report from Harland's Accounting as printed; seconded by Beth. Motion carried.

**New Business:**

- 1) **Ordinance #2021-1:** A list of meeting dates for fiscal year 2021-22 was distributed. Lacey made a motion to pass Ordinance #2021-1: Regular Meeting Dates of the Board of Trustees; seconded by Jane. Motion carried unanimously.
- 2) **Ordinance #2021-2:** Mike felt that a vote on this ordinance should be delayed and reviewed along with the confidentiality policies being considered by the Policy Committee. After some discussion, Dave made a motion to pass Confidentiality Ordinance #2021-2; seconded by Lacey. Motion carried with 5 ayes and 1 nay.
- 3) **Attorney contract:** Denise has corresponded with Phil Lenzini; he has responded that he is available to assist Carlock Library with the appropriations budget and compliance timelines in the coming year. Mike stated that he believes the tax levy figures and budget requirements could be determined without Lenzini's input. After some discussion, noting the fact that this will be Christie's first year dealing with these responsibilities, Dave made a motion to enter into contract with Phil Lenzini for his services in the next fiscal year; seconded by Nick. Motion carried with 5 ayes and 1 nay.
- 4) **VISA credit card:** Denise reported that an issue has arisen with Heartland Bank changing the name on our VISA card from hers to Christie's. The IRS has not confirmed the Library's name change from White Oak Library District to Carlock Public Library District, and HBT is saying that until that is resolved, they cannot make the name change. On Phil Harland's advice, Denise resubmitted the request to the IRS on April 19 by sending the original letter and the ordinances making that change. A response has not been received yet, although the IRS did send us notice that the address of the Library has been corrected from 202 West Washington Street to 202 East Washington Street. Lacey made a motion to remove Denise Litwiller from the Library's VISA card and to add Christie Lau; seconded by Jane. Motion carried unanimously.
- 5) **Interim Director Plan:** The Board had time to review the interim plan since the previous meeting. Denise Litwiller's and Kim Bruninga's names will need to be removed. Additional duties suggested were Staff Management and Staff Evaluations. It was noted that the director training period is the ideal time to review the list of tasks and Christie will be asked to add other duties to be reviewed at the next meeting.
- 6) **Confidentiality Policy:** Mike suggested that the staff review the confidentiality policy to make sure it is clear to them what information can and cannot be shared. The policy will go back to the Policy Committee for further consideration.

**Closed Session:** Jane made a motion to go into Closed Session to discuss staff evaluations and issues; seconded by Beth. Motion carried unanimously. The Board went into closed session at 9:35 pm.

The Board returned to open session at 9:50 pm.

Jane made a motion that the staff raises voted on during the Closed Session go into effect on July 1, 2021; seconded by Lacey. Motion carried unanimously.

An Open House to honor Denise was set for Tuesday, June 29, from 2-5 pm.

Being no further business, a motion was made by Lacey to adjourn; seconded by Beth. Motion carried. The meeting was adjourned at 9:54 pm. The next regular meeting will be held Tuesday, July 20, 2021, at 6:30 pm.

Respectfully submitted,  
Jane Randall, Secretary