

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, June 16, 2020

President Veronica Inselmann called the meeting to order at 7:03 pm. Board members present were Verona Barr, David Garrison, Mike Miller, Char Proctor, Jane Randall, and Beth Wagner. Library Director Denise Litwiller was also in attendance. This meeting was recorded. The Board meetings in April and May were cancelled due to the COVID-19 pandemic.

Visitors present were Eric Larson and Sharon Miller. Visitors on Zoom were Ryan Eaves, Sara Eaves, Lacey Fritsch, Cathy Grafton, Doug Litwiller, Jason Lowery, Dawn Neblock, and Michelle Wagehoft. Verona made a motion to move public comments to the end of the agenda in case additional people joined online during the meeting; seconded by Dave. Motion carried. It was noted that public comments can also be sent via email to carlocklib@yahoo.com.

Correspondence: Denise reported the following correspondence was received:

- 1) A \$25 memorial gift from Amy Armstrong in memory of Patricia Luthe of Congerville
- 2) Donation from the Village of Carlock of \$250 for the Children's Summer Reading Program
- 3) Contribution of \$500 from Friends of the Library to the Summer Reading Program.
It was noted that the summer program will be more expensive this year due to the changes needed to adhere to the COVID-19 guidelines, including more take-away crafts.
- 4) A \$300 donation from Hank Campbell
- 5) The per capita grant of \$3,630 was received
- 6) March 20, 2020, letter from Beth Wagner (attached)
- 7) March 21, 2020, email from Sharon Miller (attached)
- 8) Public Comment – Strategic Plan from Mike Miller dated March 23, 2020 (attached)

Director's Report:

- 1) Denise submitted her Librarian's Report with the usage breakdown (attached). Usage and attendance are down due to the library closing during the pandemic. It is planned for librarians to do a manual tally to check the accuracy of the door counter. A high number of children participated in Toddler Time and Story Hour before the shutdown, a good number of people took part in the passive programs, and e-book checkouts were up considerably.
- 2) There have been two tax distributions from McLean County totaling \$46,488.48, with two more expected on June 25 and July 9. Woodford County tax money will be coming also.
- 3) The Summer Reading Program is going very well with Dawn Neblock as the leader. She hands out packets to the kids at the back door on Thursdays with crafts, book suggestions, etc, then has outdoor family activities on Mondays and Tuesdays. There are no group meetings; all activities are done at home or outdoors. The first two weeks had 52 and 48 participants respectively. This compares favorably to last year's average participation of 50-55.
- 4) A FOIA request was received from Mike Miller and was completed within 5 days as required.
- 5) Denise wanted to address the email letter she received from Mike Miller dated May 19, 2020 (attached). She felt it was harassment.

President's Report:

- 1) Veronica reported that the April and May meetings were cancelled in order to comply with the Restore Illinois Plan dealing with the COVID-19 situation. Currently the State is in Phase 3, which allowed this meeting with 10 or fewer people in the room, keeping 6' apart or wearing masks. We plan to continue recording our meetings and using Zoom for public attendance and comments.
- 2) Agenda items can be submitted from Board members. Some business items will be dealt with in Committees to reduce the full Board's time commitment, then brought to the Board as a motion.
- 3) Veronica also felt compelled to defend Denise regarding Mike's email comments on May 19. She felt it was inappropriate for a Trustee to individually criticize an employee of the Board. A discussion followed about the authority and responsibilities of the Board and those of the Library Director.

- 4) Veronica has accepted a new position at her employment which will require a greater time commitment. She, therefore, submitted a letter of resignation from the office of President and from her position of Board Trustee. She turned the meeting over to Vice President Char Proctor.

Due to Veronica's resignation, New Business item **Board Reorganization** was moved forward. The first requisite was to elect a new President. Char called for nominations. Mike nominated Beth; seconded by Dave. Motion carried.

Beth assumed her role as President and conducted the rest of the meeting.

There was discussion of filling the vacancy on the Board. It was agreed that citizens of White Oak, Dry Grove, and Kansas Townships would be encouraged to apply. Notices of the vacancy will be published in the Quill and posted on Carlock Happenings, the Library's website and facebook page. A Nominating Committee was established: Beth, Dave, and Char with Denise participating. Tentative meetings dates are June 30 and July 7 at 6:30 pm, depending on the application response.

Zoom connection was lost for a few minutes then re-established.

Committee Reports:

- 1) Financial Committee - Verona reported that the committee will be meeting when budget numbers are received from attorney Phil Lenzini. A motion was made by Char and seconded by Dave to authorize the Financial Committee to create a tentative budget and go ahead and publish it. Motion carried. The budget will then be on schedule to be finalized at the regular August Board meeting.
- 2) Policy Committee – Hasn't been able to meet since December due to group meeting restrictions. Char will replace Veronica on the committee, and they will meet again to revise the Meeting Room Policy and the By-Laws.
- 3) Records Management Committee – no report
- 4) Long Range Planning Committee – Mike suggested an analysis of the Library book collection be done and a comparison be made with other libraries. An analysis is offered as a free service from different companies. Also discussed reaching out to cardholders and non-cardholders to survey their needs and wants.

Minutes Approved: There were no additions or corrections to the minutes of the March 17, 2020, regular meeting; they were approved as printed.

Financial Reports: Accountant Phil Harland submitted financial statements for March, April, and May. Because of the volume of information, review of the reports was postponed until the next meeting to give trustees time to examine.

New Business:

- 1) After discussion of fees and services, Dave made a motion to retain Phil Lenzini as our attorney at the cost of \$1,250 per his June 3, 2020, email (attached); seconded by Char. Motion carried.
- 2) Denise presented a plan (attached) for reopening the Library that complies with the RSA recommendations as well as Phase 4 of the Restore Illinois plan. Reopening is planned for Monday, July 6 with 2 people allowed in the Library at a time. Extra cleaning will be done. All toys will be removed from children's area so there will be no groups playing or visiting. Masks will be worn by employees and recommended for patrons. Interlibrary loan will start Monday June 29. A motion was made by Verona to approve the Director's reopening plan with the addition of having only pick-up delivery on Wednesdays, and authorizing Denise to administer this plan; seconded by Jane. Motion carried.
- 3) A motion was made by Verona that the remaining items under New Business, a) Bank Resolution and b) Retention of Accountant Phil Harland, be postponed until the next meeting; seconded by Char. Motion carried.

Public Comments:

- 1) Ryan Eaves (in person) stated that he felt anxiety hearing some of the comments made during the meeting tonight. He expressed support for Denise as Director saying she is valued and appreciated.

- 2) Cathy Grafton, Director of the Odell Public Library (Zoom) – described the challenge all librarians have faced with the pandemic and closings of libraries. She felt library boards should work as a unit supporting their directors.
- 3) Lacey Fritsch (Zoom) – was upset at the critical remarks tonight. She is thankful for the curbside pick-up available.
- 4) Sara Eaves (Zoom) – expressed support for Denise, thinks she is doing a great job; liked the joint event at Christmas with the Carlock Community Club; stated how much her son loves the crafts and summer reading.

A motion was made by Verona to adjourn; seconded by Dave. Motion carried. The meeting was adjourned at 9:32 pm. The next meeting will be held July 21, 2020.

Respectfully submitted,
Jane Randall, Secretary