

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