

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 1st 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to work on this project, and in addition, is going back 3 years to remind former card holders that their cards are no longer current.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