

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