

# 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

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#### Closed Session

The Library 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.

- 1) The Nominating Committee had interviewed 6 people who were interested in the open board position. They were Nick Birky, Flora Duran, Sara Eaves, Lacey Fritsch, Kevin Neblock, and Kris Segneri. After discussion, Dave made a motion to offer the two open seats to Lacey Fritsch (White Oak Township resident) and Nick Birky (Dry Grove Township resident); seconded by Beth. Motion carried. Char will notify them of the Board's decision. Jane will send thank you notes to the remaining four applicants.
- 2) Employee evaluations have been delayed due to the corona virus situation. Denise will conduct the staff reviews between now and the next regular board meeting. Beth will conduct Denise's evaluation. After discussion, it was decided that any decision on staff raises will be postponed until after the performance reviews are completed.

The Board went back into open session and the meeting was adjourned at 9:51 pm.

Respectfully submitted,  
Jane Randall, Secretary