

Carlock Public Library Board

Regular Meeting Minutes

Tuesday, August 25, 2020

President Beth Wagner called the meeting to order at 6:35 pm. Other Board members present were David Garrison, Mike Miller, Char Proctor, and Jane Randall. Also present were Nick Birky, Lacey Fritsch, Library Director Denise Litwiller and Dawn Neblock.

The Pledge of Allegiance was recited.

Nick Birky and Lacey Fritsch were welcomed and sworn in as new trustees. They each recited the Loyalty Oath, which were then signed and notarized.

Correspondence: Denise read a letter from Illinois Prairie Community Foundation stating that the Library has received a \$1,500 donation from an anonymous donor. Denise will send a thank you to the Foundation to be forwarded to the donor.

Minutes Approved: Jane explained that the minutes of the closed session will be filed separately from the July 21, 2020, open meeting minutes. The Board is to review any closed meeting minutes twice a year to determine whether they need to remain confidential or if they can then be open to the public. The July 21 minutes were approved as corrected.

Director's Report: 1) Denise submitted her Librarian's Report for the year-end 2019/2020 (attached). Most numbers were down considerably due to the closure of the Library from March 19 through July 6 because of the COVID-19 pandemic, with only entryway pick-up available during that time. However, e-books and audio book check-outs tripled during that time. Program attendance numbers were good but would have been better if we hadn't had to cancel some programs. Denise will compare this year's numbers to last year's when the state report is completed. It is due to the State by September 1.

2) Denise contacted Cathy Metsker from the White Oak Township Board to ask why the Library has not received the replacement tax from the Township. Cathy reported that the money was denied because Dry Grove and Kansas Townships don't contribute. Cathy is checking with the State to determine what is required of the Township.

At 7 pm, the **Public Hearing on the Annual Budget** was called to order. Treasurer Dave Garrison explained that the tentative budget has been available for the public to inspect for 30 days. There were no citizens present in person and no citizens signed in on Zoom to participate in the hearing, so after allowing some time for late-comers, the regular meeting was called back into session.

Reports: 1) There was no President's Report, nor reports from the Policy Committee, Records Committees, or the Friends of the Library.

2) The Long-Range Planning Committee (3 board members and 3 public members) met and discussed how to reverse the trend of lower numbers of card holders and check-outs. Their current plan is to send surveys focusing on people who haven't renewed their library cards and those who have a valid card but haven't used them in recent months. They also plan to do a book collection analysis and compare our materials to other libraries. Nick volunteered to join this committee.

Financial Report: Phil Harland submitted a report comparing 2019 year-end with 2020 year-end, which was available to Trustees to review prior to this meeting. There has been a delay in receiving tax revenue due to the push-back in collection dates because of the COVID-19 situation. It was noted that our bond payment is due in September. Mike made a motion to accept the July 31, 2020, financial statement; seconded by Nick. Motion carried unanimously.

New Business:

- 1) The Board reviewed the budget ordinance. There were no further questions or concerns, so Mike made a motion to adopt the Annual Budget and Appropriation Ordinance # 2020-3; seconded by Lacey. The motion carried unanimously.

- 2) Dawn Neblock was present to discuss Reader Zone, the online app which was used during the Summer Reading Program. She explained the advantage of continuing its use by allowing our Library to create and host reading programs focusing on different groups, such as preschoolers, home-schoolers, or those enrolled in Unit 5 who are doing e-learning. She noted that it is affordable, easy to use, and encourages literacy in all age groups. After discussion, Jane made a motion to authorize Dawn to administer the Reader Zone program for up to 5 hours per week, for 2 groups: preschoolers and home-schoolers, the annual fee having already been paid; seconded by Lacey. Motion carried unanimously. The program will be reviewed at the next meeting.

Closed Session:

Jane made a motion that the Board go into closed session to discuss staff evaluations and raises; seconded by Dave. Motion carried unanimously. This portion of the meeting was recorded.

Regular Session Reopened:

The Board went back into regular session at approximately 9:20 pm. Dave made a motion to increase staff salaries as follows: Leanne Welch - \$16.04 per hour; Eric Larson - \$12.54 per hour; Nola Marquardt - \$12.33 per hour; Kim Bruninga - \$11.44 per hour; Dawn Neblock - \$11.33 per hour; Barbie Cors - \$15.00 per hour. In addition, Director Denise Litwiller's salary will be increased to \$35,700 per year and her vacation time increased to a total of 15 days. Motion seconded by Char. Motion carried with a vote of 6 ayes and 1 nay.

Copies of the FY 2020 Annual Financial Report which will be submitted to the Illinois State Comptroller were handed out to the Trustees to review for the next Board meeting.

A motion was made by Dave to adjourn; seconded by Jane. Motion carried. The meeting was adjourned at 9:34 pm. The next meeting will be held September 15, 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 pm to discuss staff evaluations and raises. This portion of the meeting was recorded.

Denise has conducted evaluations with all staff. The Board asked Denise to put each staff member into one of three groups: A) those who perform below expectations, B) those meeting expectations, and C) those who perform above expectations. After discussion, it was decided to award the following raises: 2% raise to group A, 3% raise to group B, and 4% raise to group C. Denise was asked to leave the meeting and the Board discussed her performance as director. After discussion, it was decided to give Denise an additional week's vacation, which she has requested and is equivalent to 1% increase, plus an additional 2% raise in salary.

The Board went back into open session at approximately 9:20 pm.

Respectfully submitted,
Jane Randall, Secretary