Hinckley Public Library District

Board of Trustees Meeting Minutes  
May 10, 2021

At 7:00 pm, Karen Yaggie called the meeting to order. Kari McMurtrie, Amie Carey, Tom Lang, Arlen Carls, Fran Kriesch, and Carol Kohler were present.

Approval of Minutes

The minutes from the April 12, 2021 meeting were approved as presented.

The minutes from the April 26, 2021 Strategic Planning Committee meeting were approved as presented.

Comments from the Public

No comments.

Secretary’s Report

The library received notification from the Illinois Department of Revenue that the property tax exemption on 142 W. Lincoln was granted for the whole 2021 assessment year.

The quarterly fund performance update from Illinois Funds showed a rate of return of just 0.074%.

The library also received the full report of sale from the auction at 142 W. Lincoln, including a check for $3,336.60 from the proceeds.

Treasurer’s Report

The auction proceeds were added to line 051 for building donations since it was a one-time event. E-rate funding was higher than expected due to the crossover of fiscal years. The $8,000 transfer from Self-Insurance was completed. More than 100% of total anticipated income for the year has been received, with two months remaining in the fiscal year. The library’s half of 2020 property taxes on 142 W. Lincoln are due June 7th and Kelli Smith has contacted attorney Kramer to get the second half. The property tax payment was recorded in line 705 for WL incidentals.

Approval and Payment of Bills

A motion was made by Arlen and seconded by Amie to accept the financial statements and pay the necessary bills. It passed unanimously on a roll call vote.

Director’s Report

The Summer Reading Program is planned for in-person events with separate registration days for June and July to allow for changes in COVID regulations mid-summer. Several new events will take place, as well as previous favorites like Try It Club and Drink & Dabble.

The Libraries Transforming Communities grant will be completed after summer. Rylie has completed the initial webinars but has not finished the required training.

Bonnie is retiring after 30 years and is training Logan to handle her job responsibilities. Once Chrissy leaves for college a new person will be hired and both jobs will be consolidated into one.

June 11th will be the first fundraiser for the new building, a 5B’s dinner. The library is also collecting donations of items to sell for the community garage sales.

Book club and Drink & Dabble are meeting again with positive experiences.

In April, 163 items were checked out from OverDrive (up from 139) and 6 from eRead Illinois (down from 7). Rylie plans to cancel the eRead Illinois subscription due to lack of use.

Youth Services Report

59 children attended story time in April. 60 attended the Easter egg hunt. Lisa organized a field trip to a Civil War encampment in Sandwich and had a good turnout. Elementary school classes will be walking to the library to hear about the summer programs soon. The next field trip will be to the Air Classics Museum in June.

Library Statistics

Checkouts are matching up to the 2019 numbers while renewals and interlibrary loans are higher now. Rylie is canceling the library’s membership to Find More Illinois due to low usage. Computer usage and attendance remain low.

Friends of the Library

The Friends currently have $1,381.04. They had income of $26.00 from book sales, $70.00 from Drink & Dabble, and $25.05 from Thriftbooks since last meeting. They donated $600 to the summer reading program.

Unfinished Business

The Strategic Planning Committee met April 26th and presented a draft plan with strategic directions, goals, and plans for achieving those goals. Fran outlined the thought process behind the strategic directions of Invite, Engage, Inspire, Empower. The library should be an inviting space that is accessible to all ages and abilities. Once patrons feel invited and welcome, the collection and programs should engage their interest to keep them coming back. They should be inspired to keep learning and creating beyond the boundaries of the library, and the library’s resources should empower them to build on their ideas. The draft plan will be revised at another committee meeting before being finalized by the full board.

The next steps for the new building will be to revise the building program and hire an architect.

The insurance quote is proving difficult to obtain. The Presidio representative stopped responding to emails and phone calls. The only quote Rylie has been able to obtain was the “about $1,200” estimate from BMC. The board recommended contacting Presidio’s main office instead of the individual rep, trying other insurance providers, and asking for a full quote from BMC that outlines the coverage and deductibles. Tom suggesting accepting the BMC quote while waiting for other options so the building is covered in case anything happens. Premiums would be refunded if the library switched providers in the middle of a service term. Rylie and Karen will work on getting more information for next month’s meeting.

Rylie worked with Fred Schlipf to revise the 143-page building program to fit the new parameters of a 6,000 square foot building. Fred left all edits in the text so the board could see the process and change anything. A Zoom meeting is set up for next week so Fred can meet with the board to go over all the details and try to fit the program into the new space. The board requested a 6pm meeting instead of 7pm. Rylie will check with Fred and send out the Zoom link.

The FY2022 working budget was discussed. The budget committee did not meet in the previous month. Updated numbers came in from PrairieCat, which will be raising Hinckley’s fees in the 2023 fiscal year since the library’s budget has increased. The library’s tech service recommended replacing staff computers in the upcoming year. The budget was tabled.

FY2022 salaries will depend on some changes in staffing. Bonnie and Chrissy will both be leaving soon, and their positions could be combined into one. Rylie presented revised scenarios to account for the changes. Salaries were tabled.

New Business

The Budget and Appropriations Ordinance was presented with few changes from last year. The board discussed the difficulty of accounting for unknown building costs in this document. It can be revised at a later date if changes are needed, but the board would have to go through the full process of publishing the document and having a public hearing again. The ordinance was tabled.

Other Business

No other business.

At 8:21 pm, Karen Yaggie adjourned the meeting.