Hinckley Public Library District

Board of Trustees Meeting Minutes

January 9, 2023

Due to Governor Pritzker’s COVID-19 disaster proclamation still being in effect and the high rates of infection in the community, board vice president Arlen Carls determined that it was not practical or prudent to hold a fully in-person board meeting.

At 7:01 pm, Vice President Arlen Carls called the meeting to order.

Members present: Arlen Carls, Kari McMurtrie, Carol Kohler, Fran Kriesch, Tom Lang

Member absent: Karen Yaggie

Member participating virtually: Amie Carey

**Approval of Minutes**

Minutes from the regular Board of Trustees Meeting on December 12, 2022 were approved as presented.

**Comments From the Public**

There were no comments from the public.

**Secretary’s Report**

There was no correspondence.

**Treasurer’s Report**

December 2022: The Board reviewed the December 2022 reports, and Rylie highlighted that there will be two noticeable changes to the reports next month: 1. Portions of line 390 (Interest Income) will be moved to the reserved funds, and so this amount will not be displayed as income on the next report; and 2. The transfer of excess income from FY2022 to the special reserve will be displayed as an expenditure in the next month’s reports. Kari motioned to approve the Treasurer’s Report and pay all bills, and Carol seconded the motion. The motion passed unanimously on a roll-call vote.

6-Month Treasurer’s Report July-December 2022: The Board reviewed the 6-Month Treasurer’s Report, and no questions or concerns were raised. Carol motioned to approve the report as written, and Fran seconded the motion. The report was approved unanimously on a roll-call vote.

**Director’s Report**

Fundraising Update: $750,000 has been appropriated by Congress for the Library’s building project through the grant opportunity issued by Illinois Representative Lauren Underwood’s office. Rylie reported there is some paperwork to complete before the funds are released to the Library. Rylie has applied for several new grant opportunities and is continuing to search Grant Station for additional opportunities. Amie asked how much money was raised through the holiday mailing campaign, but Rylie reported there is not a clear way to determine how much money came in as a result of the campaign, and how much was related to holiday giving. Rylie set up a giving option this month through Givebutter that will allow donors to make one-time, monthly, or quarterly donations.

Staffing Update: Rylie was able to increase one staff member’s hours and enroll him in IMRF following last month’s board meeting. That employee is now helping with additional Library duties, allowing Rylie to devote more time to fundraising.

Events: A new family-run Homeschooling group will be starting this month. Homeschooling families will meet at the Library twice a month for activities of their choosing. The Library will host youth programming all day on January 16th when the students are off school for MLK Jr. Day. A program on Abe Lincoln led by a historical impersonator will be held February 9th.

E-Book Statistics: Patrons checked out 123 items in the last month.

Friends of the Library: The Friends currently have a balance of $1,225.07

Youth Services Report: Story Time for the last month served 45 participants. A variety of holiday crafts and make-and-takes were offered throughout the 2-week winter school break, and approximately 155 youth participated.

Library Statistics: Checkouts continue to be down compared to the previous year (743 checkouts vs. 1028), and computer usage continues to be very high compared to the previous year. (283 users vs. 101)

**Unfinished Business**

Annual Financial Review: An Annual Internal Review of Financial Reports for the Fiscal Year Ended June 30, 2022, prepared by Onsite Accounting and Tax Services, Inc. was reviewed by the Board. No concerns or questions were voiced regarding the document.

**New Business**

Plans to Begin Work on 142 W. Lincoln Building: Andy Dogan was present to discuss next steps for the new building. He stated that money spending will happen at the month-by-month level, with little spending occurring the next few months. The Board needs to decide what the budget will be, and what scope of work will be. Andy suggested guiding that conversation by offering the Board three recommendations: 1. What the Library can do with money in hand, 2. What the Library can do with money in hand and a reasonable goal for additional funds that will be collected before the project is complete, and 3. What the Library can do with funds in hand and a “stretch goal” of additional funds that may be received to complete the project . He stated that the scope of the project can always be adjusted along the way. In regards to a schedule moving forward, Andy recommended taking time the next few months to prepare, with a plan of sending the project out to bid around September to avoid competition with school-related projects.

Rylie asked Andy about whether it is possible to figure out prices of certain items related to the new building, in order to satisfy grant funders who want to fund a particular piece instead of adding to the pool, and Andy said this is difficult to do exactly since labor is typically part of the cost of those items but he can try to help with numbers.

Fran asked Andy if a budget of $2M would be considered the “stretch goal” for completing the new building. Andy said he can get information put together for next month’s meeting that can provide different options and budget packages in order to help the Board better understand what the budget may look like.

Andy was asked about the timing and process of potentially hiring a construction manager. Andy said he can provide guidance on selecting a construction manager at the next meeting, and can help guide the board through that process if the board decides they would like to hire a construction manager for the project.

Potential Referendum: A member of the public urged Rylie and Karen to discuss the possibility of a referendum to increase the tax rate before construction begins on the new Library building. Another referendum possibility would be a Bond Referendum to fund the remaining $1M needed for the new Library. In DeKalb County, Hinckley Public Library District has a tax rate of .217, the second lowest of all libraries in the county. Rylie discussed the situation of the Sugar Grove Public Library, which passed a referendum to build a new facility, but has not been able to pass a referendum that would allow an increase to their operating budget, resulting in the new library having to cut staff and reduce public hours. Kari stated that if the Hinckley Public Library puts this to a referendum in November, the Library may have to contend with a school district referendum at that same time. There was discussion among board members of the tension between the desire to avoid raising taxes versus the desire to help create a vibrant community and downtown area. Board members decided that more information and exploration of a potential referendum would be appropriate at this time.

Destruction of Verbatim Recordings of Library Board Meetings: After 18 months, the Board may decide whether to destroy verbatim recordings of Board Meetings. Fran motioned to destroy the verbatim recordings of the Library Board Meetings that were held on 12/14/2020, 1/11/2021, 2/8/2021, 4/12/2021, and 5/17/2021. Carol seconded the motion. The motion to destroy the above listed recordings carried unanimously on a roll call vote.

**Other Business**

There was no other business

The meeting adjourned at 8:02 pm.