Hinckley Public Library District

Board of Trustees Meeting Minutes
December 10, 2018

 At 7:00 pm, Karen Yaggie called the meeting to order. Amie Carey, Kari McMurtrie, Arlen Carls, and Carol Kohler were present. Tom Lang arrived at 7:08 pm.

Approval of Minutes

The minutes from the November 12th, 2018 meeting were approved as presented.

Comments from the Public

No comments from the Public.

Secretary’s Report

No Correspondence.

Treasurer’s Report

The board reviewed the November 2018 reports. It was noted that the final tax payment that came in will not be reflected until next month’s treasurer report. Tax income is very close to what was expected and the overall spending percentage is staying on budget.

Approval and Payment of Bills

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

Director’s Report

Rylie attended a six-hour training in Burr Ridge for “Find More Illinois.” She learned the system and practiced a lot with it. This past Saturday the basics were gone over at the staff meeting so that if a patron has a question on it, the staff can help. As things come up, Rylie will then walk them through it on an individual basis.

A “little free library” was installed by Rylie in the local laundromat and is
stocked with a variety of books from excess donations. Families can read while waiting and take books home and even donate other books back to it.
Rylie attended a networking group meeting in Frankfort. Most attendees were from large libraries and the group focuses on how libraries can help small businesses in their communities. With how small some local businesses are, she said it would be difficult to get everyone together but will see where it goes.

A large amount of wrapping paper was donated to the library, so Wednesday is “Wrapping Day.” People can bring in their gifts and wrap them. Parents’ Quiet Night is planned, and 50 children are signed up. There is a waiting list also.

In January, Rylie is planning on starting monthly programs called Adulting 101. These will be geared towards ages 13+. Topics taught will include basic life skills that younger generations don’t learn in school (examples: changing oil, basic cooking, budgeting, paying for college).

The library will be partnering with Parks & Recreation for a Valentine’s Day craft event in February. The Try It Club is successful and summer activities are being planned, including a tea party with the author of the new book “A Literary Tea Party.”

In the winter when schools are closed, the Library shows movies and offers free popcorn all day to anyone who needs a warm place to be.

Hinckley patrons have checked out 125 items from OverDrive (down from 132) and 15 from eRead Illinois (down from 19) in the past month.

Youth Services Report

Four story times were held in November with a total attendance of 66. On the field trip to the Hinckley Post Office, the kids went on a tour to see what daily steps are taken to ensure that everyone’s mail gets delivered. They also learned that they can mail letters to Santa at the North Pole.

The current group of children really enjoys painting, so lots of finger painting is done.

Several activities are planned for the month of December. The field trip will be to Bountiful Blessings to make Christmas Swags with Farmer Jeff.

All the families on the Giving Tree have been spoken for. Gifts are due tomorrow. Rylie will go through and make sure things are balanced between siblings. They weren’t claimed as fast as in previous years but went fast after a Facebook reminder. A $200 donation was also received.

Library Statistics

Rylie presented a sheet of statistics that included a comparison of November 2017 and 2018. Checkouts have increased, and renewals have decreased. Interlibrary loans have increased this year. Computer usage and attendance in the library have increased also.

Friends of the Library

The Friends currently have $1,195.74. They had an income of $38.90 from book sales, $65.00 from two Drink & Dabbles, and $241.00 from shirt sales. They spent $135.00 on the Cindee lamp and donated $250 to the Hinckley Update printing since the last meeting. They have sold 29 shirts to the public, plus the staff shirts, for a total of 38.

Unfinished Business

The strategic plan was tabled.

Everyone has turned in their paperwork and there is a full ballot. No others are expected at this time. Voting takes place April 2nd. Due to the timing, the May 2019 meeting will still be with the same group, and in June 2019 the new terms start.

New Business

Discussion of the required reading (chapters 6-10 of Trustee Facts File) for the Per Capita Grant requirements. It was noted that a lot of these things our library already does. Discussion of the “Intellectual Freedom” chapter. Our policy for book complaints go straight to the board, and the book remains on shelf until a decision is made. Ryle said very rarely a complaint is made.

Strategic planning and surveying were briefly discussed. It was noted that this could be good to do at some point in time to get an idea of what is on people's mind, what are they looking for, what are we offering. Surveys could be easy to do online.

The Human Resources chapter was discussed. Rylie had her 6-year anniversary in October; the board needs to de more consistent evaluations of the director for setting goals. The library is up to date on the hiring laws and policies that were mentioned. A point was made that it would be beneficial to make sure the library is at the same pay-scale as other local opportunities.

Evaluating Library Facilities chapter: There is the issue of having room on shelves in some sections, even with Rylie weeding out selections. It was discussed that the board needs to keep an eye on community growth to plan for future library needs.

Discussion about E-Rate: It has been mentioned in passing previously, but the board has always decided to not filter the internet. The issue can now be readdressed since a new piece of equipment was put in that will now allow the network to include filtering software if they chose to. E-Rate is a federal funding option that requires a lot of paperwork. Rylie isn’t sure if we would qualify because there may be a requirement to qualify. You would have to filter all computers, not just some. It is up to interpretation if internet filtering would be a good or bad thing. Amie agreed that it is an extensive process to apply for E-Rate but it might be worth looking into.

There are no closed session minutes to review.

Other Business

No other business for discussion.

At 7:49 pm, Karen Yaggie adjourned the meeting.