Hinckley Public Library District

Board of Trustees Meeting Minutes  
March 8, 2021

At 7:00 pm, Karen Yaggie called the meeting to order. Kari McMurtrie, Amie Carey, Arlen Carls, Carol Kohler, and Fran Kriesch were present. Tom Lang arrived at 7:11.

Approval of Minutes

The minutes from the February 8, 2021 meeting were approved as presented.

Comments from the Public

No comments.

Secretary’s Report

The office of the Secretary of State sent a reminder that the library is required to provide the state and county with information on board member changes and vacancies within 60 days.

Treasurer’s Report

All e-Rate funding has been received as anticipated. The library received 7 months of utility bills at once from the Community Building.

Approval and Payment of Bills

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

Director’s Report

The auction of medical equipment is scheduled to end tomorrow and buyers must pick up their purchases by Friday. The library will have an opportunity to salvage any remaining items before they are thrown away. Nan Long from the food pantry reached out to ask if the library would consider including space for the food pantry in the new building as they are desperate to get out of their basement space.

Area libraries are all open again after a second shutdown and RAILS reduced the mandatory quarantine time from 72 hours to 24 hours for returned library materials.

Rylie worked with the school district to prepare a procedure for students eligible for the Cards for Kids act’s free non-resident cards.

Rylie attended a free online conference focusing on small and rural libraries.

e-Rate is fully funded for the FY19 funding year, in the process of funding the FY20 year, and Rylie submitted the application for FY21.

The American Library Association is offering $3,000 grants for small and rural libraries to transform their communities. Rylie applied with the idea of fostering teen engagement in the community.

Many libraries and organizations are forming partnerships to share the costs and benefits of virtual programming. Hinckley is joining in some of those partnerships and also bringing back in-person programs such as Drink & Dabble.

In February, 149 items were checked out from OverDrive and 7 from eRead Illinois.

Friends of the Library

The Friends currently have $1,891.68. They had income of $21.20 from book sales since last meeting.

Youth Services Report

45 people attended story time in February. Summer donations are slowly coming in, including a large prize from Brookfield Zoo. Kids are enjoying the Ag kits and small activities Lisa sends home from story time. As the weather gets warmer story time will move outside with sidewalk chalk.

Library Statistics

Foot traffic is still around half of the normal amount, but circulation remains high.

Unfinished Business

The board discussed the example strategic plans from the Polo and Charleston libraries. Polo’s plan offered more guidance for the staff, while Charleston’s seemed to be more for the public. The board wanted to find a balance between the two, with concise, colorful buzzwords for marketing and more detailed plans for the staff and board. The goal would be to create a strategic plan that offers guidance so new ideas can be measured against it. Fran suggested the conversation could be guided by the library’s mission statement. Karen, Amie, and Fran volunteered to be part of a strategic planning committee to assemble a draft plan to bring back to the full board. Amie said that with the new building, now is the time to put all the pieces together for this strategic plan so it can guide our next steps.

Next steps for 142 W. Lincoln was tabled.

Karen will provide contact information for another insurance company to possibly get a quote on the new building. BMC has not yet provided a quote, though they say they are working on it. The insurance quote was tabled.

New Business

The DeKalb County Board of Review is holding a hearing for the library’s property tax exemption application for the new building. Karen, Fran, Arlen, and Amie said they would try to attend via Zoom. Rylie mentioned that she submitted extra documentation including the library’s financial statements, original floorplans for the building, and interior pictures. The other taxing bodies are also invited to the hearing, but it should hopefully be a formality, as the library is entitled to the exemption.

Rylie reached out to Fred Schlipf, library building consultant, to see what he would charge for helping with the building project. Fred wrote the library’s building program in 2008, which was designed for a 13,000 square foot facility serving a population of 7,000. Since the population increase did not come about, the 6,000 square foot donated building will be sufficient for the library’s needs. Fred is willing to work with the library for free, and revise the building program for a small fee. He wants to finish the project he started in 2008. The board agreed that his expert help will be needed and the building program should be revised to reflect the changed needs and lower square footage.

Fred’s first suggestion was to hire an architect to evaluate the building. His recommended architect was Joseph Huberty with Engberg Anderson. The evaluation would determine if there are any major problems with the building, how the layout could be used for a library, and provide a ballpark estimate of the renovation costs. Joseph Huberty offered to complete this evaluation for $1,000. The architect used for the evaluation would not be tied in any way to the architect chosen for the library design, as there is a separate process for hiring the project architect. Amie made a motion to use Engberg Anderson to evaluate our building at a cost of $1,000. Fran seconded the motion. It passed unanimously on a roll call vote.

Other Business

No other business.

At 7:59 pm, Karen Yaggie adjourned the meeting.