Hinckley Public Library District

Board of Trustees Meeting Minutes  
January 14, 2019

At 7:00 pm, Karen Yaggie called the meeting to order. Amie Carey, Kari McMurtrie, Arlen Carls, Carol Kohler, and Tom Lang were present. Kathy Dienhart arrived at 7:12pm.

Approval of Minutes

The minutes from the December 10th, 2018 meeting were approved as presented.

Comments from the Public

No comments from the Public.

Secretary’s Report

A donation in the amount of $500 was made on behalf of the Katz Family Foundation to go towards materials that emphasize American exceptionalism and seminal events in American history.

The 9th annual distribution from the John D (Jack) & Jane Leifheit Charitable Fund was received in the amount of $3500. The funds are to be used for general purposes as the library’s governing body shall determine.

A request was received from Judy Royer, requesting that the trustees explore a way to eliminate the fee for checking out all DVDs. She argued that many local libraries do not charge a fee and that the fee elimination may increase the use of being able to get a DVD at the library. This will be explored further on in the agenda.

Treasurer’s Report

All of the tax income has been received. It went over by $4.16. The report accidentally shows that it was put into Tax Levy Income, Other. The bookkeeper will fix the error and add the income into the separate funds.

Approval and Payment of Bills

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

Director’s Report

The Hinckley Business Association has all but one of the 2018 board members stepping down, and they are looking for more people. Rylie volunteered to take over the website, and Joan Umano volunteered to handle the Facebook account. A networking event is being planned with the Waterman/Shabbona Business Association. 2019 HBA dues includes an affiliate membership with WSBA.  
  
In November and December, coupons were offered for one month of unlimited free DVD checkouts to those who either got a new library card or renewed an expired card. 42 people took advantage of this offer. During those two months, 456 DVDs were checked out, which was a 25% increase over the two months prior to that, and a 32% increase over November and December 2017.  
  
Two members of the community expressed concern about showing “The House with a Clock in Its Walls” movie next week over the effects of sorcery on young minds. The rating of this movie is PG for “thematic elements including sorcery, some action, scary images, rude humor and language.” Children who are under the age of 8 aren’t allowed to attend library movie showings unaccompanied and the movie rating is shared on advertisements. Movies are usually shown one day a month, and the choice is based on the newest DVD release of a G or PG movie that is advertised for children. This movie was selected because it was the only PG movie released in the last month. The board discussed varied perspectives on this topic and acknowledged that while rated PG, this movie does have scary parts that may not be suitable for younger children. Children may ask questions about sorcery and some talking points in relation to the elements mentioned previously might come up. The board was thankful for the feedback and information and after reviewing it, felt that it is the parents’ obligation to make a choice for their child. An additional warning will be put on Facebook and on the door on the day of the showing so all parents are aware that the content may not be suitable for young children.   
  
Partnership with the Hinckley Parks & Recreation is going well, and both organizations are cohosting a valentine craft day in February. Both also promote the other’s events on Facebook and stay in communication to avoid overlapping programs.   
  
Try It Club has been successful and the same people keep returning. Book Club’s numbers have been increasing. The Adulting 101 program starts February 22nd with “Before You Call the Handyman.” Registrations are already coming in and Facebook feedback has been very positive. One person on Facebook tagged another library asking if they could do that also.

Hinckley patrons have checked out 132 items from OverDrive (up from 125) and 8 from eRead Illinois (down from 15) in the past month.

Youth Services Report

4 story times were held in December with a total attendance of 59. On the field trip to Bountiful Blessing Farm, they made Christmas swags.

Cookie decorating was a big hit and everyone had lots of fun doing the candy cane hunt around the library.

Preparations for the summer reading program have begun. Donation letters were sent out to businesses last week and nearly ten donations have already been received. The structure of handing out prizes this year will be different this year in that they will be spaced out throughout the program instead of all of them going out at the end of the summer program.

Library Statistics

Checkouts have increased, and Renewals have decreased. Interlibrary loans have increased this year. A question was put into Prairie Cat in regards to the renewal statistics and wondering if there is something wrong with something in their system or calculations. Computer usage and attendance in the library have increased also. Find More Illinois has now been added, and December is the first full month of using it.

Friends of the Library

The Friends currently have $1,284.97 They had an income of $34.85 from book sales, $28.63 from Thrift Books, $30 from a wreath, and $111.00 from shirt sales. They spent $115.25 on eRead Illinois since the last meeting. The profit from the shirts is $65 so far.

Unfinished Business

The strategic plan was tabled.

New Business

The board reviewed the Investment of Public Funds Policy, which is looked at each year. No changes have been made. A motion was made by Kathy and seconded by Amie to adopt the revised policy. It passed unanimously on a roll call vote.   
  
The Reference and Readers’ Advisory Policy was discussed. After going over the Per Capita Grant requirements, this policy was suggested to have. The current policy only included reference. Reference and readers’ advisory is essentially the same thing, which is to help people find the information they are looking for. Points 4 and 5 were added to this policy. A motion was made by Arlen and seconded by Carol to adopt the revised policy. It passed unanimously on a roll call vote.  
  
The board discussed the email received requesting consideration of reducing the DVD checkout fee from $1 to $0. DVD collection statistics were reviewed. While it was suggested in the email that removing the fee may make checking out DVDs more accessible, statistics show that they are checked out a lot. DVDs accounted for 12% of the total circulation, with 2,719 checkouts for the 2018 fiscal year. More than half of what was rented were free titles. 39 out of the top 60 circulated items were DVDs. The library owns 1,270 DVDs, 370 of which are free to check out. These include older movies, nonfiction, and many kid’s DVDs. As more new titles are added to the collection, more become free as well. While $1,316 was made on DVD checkouts in 2018, approximately $1,700 was spent on adding new titles. The revenue always goes back into purchasing more DVDs.   
  
Throughout the year there are multiple free DVD promotions including welcome bags for families new to the community, summer reading prizes, and free rentals during National Library Week. The free DVD rental promotion just finished up for those who got a new/renewed library card. While most libraries circulate DVDs for free, Malta and Yorkville are our nearest neighbors that charge. When patrons inquire about free DVD rentals, the library staff does refer them to other local libraries where their Hinckley library cards work so they can get free checkouts.  
  
The philosophy has been to offer a larger current collection at a reasonable rate, plus opportunities during the year for free rentals. To remove the checkout fee would restrict the number of current DVDs that the library could offer. The board appreciates this being brought to their attention, values the feedback, and will revisit this subject periodically. At this time no change will be made to the DVD checkout fee.

Other Business

No other business for discussion.

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