Hinckley Public Library District

Board of Trustees Meeting Minutes

November 12, 2018

 At 7:07 pm, Karen Yaggie called the meeting to order. Amie Carey, Kari McMurtrie, Kathy Dienhart, Arlen Carls and Tom Lang were present.
At 7:15 pm, Carol Kohler joined the meeting.

Approval of Minutes

The minutes from the October 8, 2018 meeting were approved as presented.

Comments from the Public

No comments from the Public.

Secretary’s Report

PrairieCat put out a “Return on Investment” document for all the 127 member libraries. This summarizes what PrairieCat is and what we get out of it. Our library has had 19 help desk tickets. Through the interlibrary loans, we have borrowed 3,212 items and loaned 3,486 items.

Treasurer’s Report

The board reviewed the October 2018 reports.
Regular Treasurer’s Report: It was noted that we are about a third into the fiscal year, and on track at about a third of our spending.

Annual Treasurer's Report was reviewed by the board. A motion was made by Kathy and seconded by Kari to approve the Annual Treasurer’s Report. It passed unanimously on a roll call vote.

Approval and Payment of Bills

A motion was made by Kathy 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

Rylie will be attending a 6-hour training for “Find More Illinois,” to bring back information so the staff can get started with the software. Their goal is to give patrons another option for finding additional materials.

The PrairieCat catalog currently uses a Novelist product to show suggested read-alikes and information about the books. This costs over $70k (split amongst 127 libraries). With the contract ending at the end of the year, the group will be switching to a $34k solution from Syndetics. This will be cheaper and have more features for searching based on grade level or lexile score.

The LWT group has been declining in attendance lately due to many director changes at other member libraries. Staff training will now be every other year. The hosts will rotate and will manage and organize it.

The Hinckley Business Association held its annual Hometown Halloween with a great turnout. They also did ribbon cuttings that morning for two new Hinckley Businesses: The Exit Room and A Time of Knead. A costume contest was hosted by the Lions Club, with approximately 130 participants.

Because ComEd offers an energy efficiency program for libraries and other public entities, Rylie has contacted a representative to see if any discounts would be available to upgrade the lighting in the library. The ComEd representative is contacting the township board for approval before moving forward with getting a quote done.

The Try It Club’s attendance is increasing, with 20 attendees last week for fall crafts. Upcoming events include Family Reading Night with Don Austin as a guest reader; Black Friday movie showings of Incredibles and Incredibles 2 with popcorn and snacks; Drink & Dabble classes on November 30th and December 5th;Family Painting on December 1st;Parent’s Quiet Night will be on December 21st from 4pm-7pm.

The library is offering a free month of DVD checkouts to anyone who renews an expired card or gets a new card. This will be running until the end of the year. 10 people have taken advantage of this offer thus far.

Hinckley patrons have checked out 132 items from OverDrive (up from 115), and currently stats are unavailable from eRead Illinois. There were 13 last month.

Youth Services Report

5 story times were held in October with a total attendance of 110. Field trips included Bountiful Blessings for pumpkins and Family Farm Meats to hold piglets.

The library hosted Denise Farrugia, retired children’s librarian and professional storyteller for Spooky Stories. Special music was by cowboy Dave. 32 were in attendance for the event.

November activities include a field trip to the post office, Pizza & Pages Book Talk, Family Reading Night, and Incredible Day.

Library Statistics

Checkouts and renewals have decreased but interlibrary loans have increased this year. More titles have been added as well. The number of adult and youth programs has increased, along with computer usage and attendance in the library.

Friends of the Library

The Friends currently have $1,235.84. They had an income of $41.15 from book sales, $50.00 from Drink & Dabble, $98.87 from Thriftbooks, $50 from a Cindee memorial donation, $20 from winning the parade, and $362.50 from shirt sales. They spent $115.25 on eRead Illinois and $722 on shirts since the last meeting.

Unfinished Business

The strategic plan was tabled.

Board elections are in April. Rylie reminded trustees who are looking to be re-elected to continue to work on their paperwork. The petitions need to be signed. The statement of economic interest needs to go to the county clerk’s office. Packets need to be turned in between the hours of 10am and 5pm December 10-17. Kathy has decided not to run for reelection. There is an additional candidate whom Rylie has given paperwork to for this process as well.

The annual financial review was discussed. The auditor found no major errors.

New Business

The Comptroller’s Annual Financial Report was reviewed, and a motion was made by Amie and seconded by Arlen to approve it. It passed unanimously on a Roll Call Vote.

Discussion of the Per Capita Grant Requirements. The board reviewed the checklists for reference and reader’s advisory serves found in chapter 8 of “Serving Our Public.” They found that the library meets most of the standards while the few we don’t meet refer to situations that are not relevant in our community. They will begin drafting a reader’s advisory policy in the coming months.

The board reviewed the spending policy. No changes were made, but a revision date was added. Motion made by Amie and seconded by Carol to adopt the revised spending policy. It passed unanimously.

The review on the conduct policy was tabled, because the LWT group would like to review and go over that policy at an upcoming meeting of theirs.

Other Business

No other business for discussion.

At 8:08 pm, Karen Yaggie adjourned the meeting.