Hinckley Public Library District

Board of Trustees Meeting Minutes  
September 9, 2019

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

Approval of Minutes

The minutes from the August 12, 2019 meeting were approved as presented.

Comments from the Public

Dr. Travis McGuire was present and offered to answer any questions regarding the letter the board received from the school district, requesting financial support for a new digital community sign. The board expressed a concern of what exposure there would be and if there would be too much information on it at once. Dr. McGuire explained the process for various organizations to get information submitted and said it hasn’t been an issue in Big Rock. It was asked if there would be any additional financial responsibility by taxing bodies for any ongoing maintenance. He said there wouldn’t be any ongoing cost and it would be in an intergovernmental agreement.   
  
The Library Board recently approved the budget, and any contribution would need to be found within what’s already set. The total budget is $218,000, which is significantly less than other entities. Karen asked if they would consider a commitment and a timeline, Dr. McGuire expressed that it could be discussed with/by the school board. The board appreciated Dr. McGuire being available for questions and discussion.

Secretary’s Report

No correspondence.

Treasurer’s Report

The library has received additional tax money. Library income is at 50% for the year, and expenses are at 17%.

Approval and Payment of Bills

A motion was made by Kari 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

Harvesting Our Future has three projects going on. These include a digital sign, a community mural on the west side of South Moon BBQ, and a website.   
  
Rylie attended the conference of the Association of Rural and Small Libraries in Burlington, Vermont. 48 states were represented with 800 librarians attending. 16 hours of educational sessions across the two days included a range of topics, from customer service, to circulating science kits, to family events including all ages. Information from all sessions will be available from sessions not attended. Next year’s conference will be in Wichita, Kansas.  
  
The Library is meeting with Basics DeKalb County and Hinckley Parks & Rec to plan a fall family event. Drink & Dabble is back with a barn painting, and this coming Try It Club will be henna tattoos.

Youth Services Report

72 people attended story time in August. Amongst the five story times, they had a teddy bear picnic, and a field trip to Classic Cinema 7 Theatre and Jonny K’s.  
Over 40 people attended the field trip, and people of all ages are welcome on them, even if they don’t have any children.

Library Statistics

Once a year, a three-year look at statistics is reviewed to see trends over time. Checkouts are low. These stats are computer generated by PrairieCat and it is unknown exactly how accurate the calculations are. Interlibrary loans are up. Attendance in library was a little low.

Friends of the Library

The Friends currently have $1,510.23. They had an income of $21.15 from book sales, and spent $25.00 on the Big Rock Plowing Match Entry. They will sell merchandise at the plowing match and have a float in the homecoming parade.

Unfinished Business

The board discussed the high school digital sign. Amie said she believes the Library should have a presence in this project. Kari calculated a comparison of the school’s budget vs. the library’s budget. The entire budget for the library is about 2% of the school’s. If they were to contribute the equivalent percentage, which is 0.133% of the budget, that would be $266. A specific amount was not requested by the school, and it was felt that they are more for everyone coming together.   
  
Kari believes that another entity shouldn’t have to put in a higher percentage of their budget than the school is contributing, as it’s their project and on their land. Tom was not in attendance but emailed Rylie and is against the library putting any money in towards the sign, and that sharing a sign with multiple taxing bodies for 5,400 daily cars could be wasteful. Many get their information from online, and less money could be possibly spent on a stationary sign if the library desired.   
  
Karen mentioned the library has an entire page of the Hinckley Update, but would be nice to get information out while people drive thru town. Half of library’s marketing budget is spent already, but Karen wondered if the board could discuss with the school board on committing a certain amount if the project gets funded.   
  
It was mentioned that what’s left in the library’s marketing budget may not be used, and could be contributed. The Friends of the Library could possibly do a fundraiser or contribute also. It was agreed that it would be nice to all come together as a group.

Kari would be in favor of using the remaining $100 from the marketing budget but otherwise believes the board has a responsibility to the taxpayers to stay within the budget. Rylie said that the $904 income from e-rate wasn’t in the budget, so there is some wiggle room to prevent taking away from other budgeted items.   
  
The decision was tabled until the next meeting.   
  
The board discussed the revised year in review. Circulation is only down by 3%, not 11%, because PrairieCat had done a catalog update. Any renewals done online or called in, weren’t reflected in stats. Rylie has adjusted the total number of items checked out.

New Business

The board discussed the possible implementing of a director performance evaluation. After Fran and Rylie attended board training last month, Fran inquired on if there was a system in place, and if it would be worth having. Would it bring value to have in place on an annual basis to let Rylie know if there were areas of concern, room for improvement, or positive feedback? Fran will research forms and work with Rylie to get something going.

Other Business

No other business.

At 8:28 pm, Karen Yaggie adjourned the meeting.