Hinckley Public Library District

Board of Trustees Meeting Minutes

November 8, 2021

At 7:02PM, the meeting was called to order by President Karen Yaggie. Members present: Karen Yaggie, Carol Kohler, Kari McMurtrie, Arlen Carls, Amie Carey, Fran Kriesch, and Tom Lang.

Approval of minutes

The minutes from regular meeting, October 11, 2021; special meeting, October 13, 2021; special meeting October 15, 2021; and special meeting October 18, 2021 were (all) approved as presented.

Comments from the Public

 There were no comments from the public.

Secretary’s Report

 The secretary had no correspondence to report.

Treasurer’s Report

The auditor reconciled all tax receipts on the profit and loss statement. The insurance premium refunds have been moved from the 075 heading to the self-insurance CD and credited to line 210: insurance.

Approval and Payment of Bills

Motion to approve treasurer’s report was made by Amie Carey, and seconded by Kari McMurtrie. This passed unanimously on a roll call vote.

Director’s Report – Rylie Roubal

The library received the American Rescue Plan Act grant to buy and install new public computers. The computers arrived a month ahead of schedule and Stateline Technologies will begin installing them this week.

The library is making progress towards meeting the needs of the community’s teens as part of the Libraries Transforming Communities grant. The library was able to join a

local consortium for the HelpNow online tutoring product from Brainfuse. The annual subscription costs $450. It offers live tutoring for all grade levels from 2-11PM each day. One can use the resume template, complete their resume, submit it to the writing lab, and get a corrected copy back in 24 hours. This service will benefit K-12, college students, and adults.

PrairieCat had their first in-person meeting since the start of the pandemic. They will be implementing a new and improved catalog.

Rylie attended the conference for the Association of Rural and Small Libraries in Reno, NV in October. There were many takeaways regarding the following subjects: changing library design over time, remodeling libraries and their environmental impacts, marketing of books, listening to and educating frontline staff, and obtaining grants and funds.

Try It Club still has a loyal following. Bleach tie dye and macramé were both popular. Virtual events are struggling. The Book Club is bursting at the seams with newcomers. Adulting 101 will have a session on international travel this week. The library hopes to hold a yoga session in January.

Hinckley patrons checked out 139 items in the last month in OverDrive. Library patrons have 66 items on hold.

The Friends of the Library have $1835.95. They had income of $16.80 from book sales and $102.56 from Thriftbooks since last regular meeting. The Giving Tree will be put up on November 22nd.

Youth Services Report

For the month of October, 138 children attended story time. The month started off with a field trip to Honey Hill Orchard. On the 11th, *Boss Baby 2* was shown. There was a Halloween Party with a great turnout. People wore costumes, painted pumpkins, ate candy, and listened to spooky stories. Lisa Carter will be working with the HBRHS art teacher in order to display student art and photography around the library. There will be a Christmas party coming up, with cookie decorating, crafting, and storytelling. There will be no Parent’s Quiet Night this year.

Library Statistics

 The October statistics were presented. October 2021 checkouts were down compared

 With October 2020. Computer usage was up compared to October 2020.

Unfinished Business

The Environmental Study Quote from Midwest Environmental Consulting Services, Inc, was discussed. Andrew Dogan from Williams Architects was present at the meeting and was asked if the quote appeared standard and all items necessary. He responded that Item Five “Mold Assessment” may not be necessary as the majority of the building is going to be dismantled and replaced with new, but that it would be helpful to have the results no matter what. He stated that the quote looked pretty standard and prices were reasonable.

A motion to approve the Environmental Study Quote as presented was made by Arlen Carls, and seconded by Carol Kohler. This was approved unanimously on a roll call vote.

New Business

At the 10/18/2021 special meeting, Williams Architects was voted in as first choice for the project at 142 W. Lincoln Ave. Andrew Dogan, Director of Library Design and Planning at Williams Architects, attended tonight’s meeting. Karen Yaggie asked if anyone had any questions in regards to Williams Architects’ proposal. Mr. Dogan was asked about his firm’s experience with grants/funding. He stated that the concept phase is usually 5-6 months long, and his firm does partner with the library to help obtain the desired grants/funding. There may be urgency with the concept phase due to the Live and Learn Grant being due in January. The construction grant would be due in April. It was asked if the grants would actually have funding. Mr. Dogan stated that the construction grant funding is unknown at this time. He recommended applying for the Live & Learn Grant, and the library would know the result of that before the deadline to apply for the construction grant.

The DCEO (Department of Commerce and Economic Opportunity) “Main Streets Grant” (a grant of up to three million dollars) is a possible grant for which to apply. Mr. Dogan stated that libraries tend to get grants for smaller things like energy efficiency grants. He has also helped past clients apply for look at loans from the USDA loan program with reduced interest loans. Williams Architects’ role in community involvement (item B on page 2 of proposal) was discussed. At a later date, the library can let the firm know if they wish to purchase this service. The firm’s services will be billed monthly, in proportion to the quantity of the project that has been completed.

A motion was made by Amie Carey to accept the proposal from Williams Architects’ architectural, interior design, and engineering services for Phase 1 services only. This motion was seconded by Fran Kriesch and passed unanimously on a roll call vote.

Williams Architects will be in touch with Rylie with the next steps.

The collection development policy was reviewed. A motion to accept the collection development policy as presented was made by Tom Lang and seconded by Amie Carey. This was approved unanimously.

The meeting was adjourned at 8:23 PM.