Hinckley Public Library District

Board of Trustees Meeting Minutes  
January 11, 2021

At 7:00 pm, Karen Yaggie called the meeting to order. Kari McMurtrie, Amie Carey, and Fran Kriesch were present. Tom Lang was present via zoom. Arlen Carls and Carol Kohler were absent.  
  
This meeting was not practical or prudent to meet in person with the public, so public participation in the meeting is online via zoom.

Approval of Minutes

The minutes from the December 14, 2020 meeting were approved as presented.

Comments from the Public

No comments.

Secretary’s Report

The 11th annual distribution in the amount of $3,500 was received from the John D. (Jack) & Jane Leifheit Charitable Foundation. A card was received from Anna Lini. A thank you card came from a patron of the library. The board also received a card from Lynne Stein.

Treasurer’s Report

A line was added for Building Donations (Line 051). The second installment of E-rate funding for the year was received in the amount of $348. It is not on the report yet. All the tax money has been received. Since the $3,500 was just received on Friday from the distribution from the John D. (Jack) & Jane Leifheit Charitable Foundation, it is not yet reflected on line 050 (Donations). Rylie reported that the library will be over budget in donations this year.   
  
The board reviewed the 6-Month Treasurer’s Report July-Dec 2020. A motion was made by Amie and seconded by Fran to approve the report. It passed unanimously on a roll call vote.

Approval and Payment of Bills

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

Director’s Report

Hinckley has partnered with the DeKalb Public Library to cross-promote virtual events. DeKalb sends Rylie three events each month that she can promote. This gives more activities for those in the community and helps DeKalb increase the number of attendees they have for virtual events.   
  
Karen, Carol, and Tom turned in their election paperwork, and Rylie certified the ballot for the county elections office. No other candidates filed paperwork, so there’ll only be the three incumbents running in the April 6th election.  
  
The library is hopeful that the governor will scale back regulations soon so that in-person events can resume. The online story time videos are popular, and Zoom book club may still be around even after COVID, but all else has been on hold.  
  
In December, 182 items were checked out from OverDrive and 12 from eRead Illinois.

Youth Services Report

Story time remains online only. Lisa would like to find a couple guest speakers to read next month to switch things up. She looks forward to being able to resume field trips, and already has one lined up with the Patriot Popcorn Company in Hinckley. They are still working with the FFA and DeKalb County Farm Bureau to hand out monthly kits for kids. The food pantry continues to donate food bags, and the library goes through about 25 bags in a week or two.

Library Statistics

Checkouts were about even from last year. Renewals have increased. Interlibrary loans have increased also. With 4 virtual programs (story time), 732 have been in attendance virtually. Attendance and computer usage continues to be down compared to last year due to COVID.

Friends of the Library

The Friends currently have $1,786.40. They had income of $14.70 from book sales and $20.00 from a READ shirt since last meeting. They paid $117.00 for the quarterly eRead Illinois subscription.

Unfinished Business

The Strategic Plan was tabled.  
  
The board discussed the coverage amount for title insurance on 142 W. Lincoln. Rylie stated that Kelli was very helpful in getting more information from the title company. The initial quote from Chicago Title Company is $650 for $50,000 of coverage, which is the minimum and what the library will be getting to start. They are working on getting quoted for the assessed value (approx. $450k). Title insurance protects from future claims, and covers anything between the title search and taking possession of the building. Rylie said additional coverage could wait until later when they know what they’re doing with the building, and that a decision does not have to be made tonight.

New Business

The board discussed the Standards Review for the Per Capita Grant. Rylie noted that the grant is for $3,502.50 and it is applied for and received each year. A new edition of Standards for Illinois Public Libraries came out this year. The board was required to read it in its entirety, and make notes chapter by chapter on anything that isn’t being done currently or could be improved upon.   
  
Chapter 1: This chapter has no checklist. Fran inquired about page 2, core 13, and wondered what the mission statement was. Rylie said she will get a copy of it. Amie asked if it isn’t long, if it could be added on each agenda. Rylie referred to core 13, that there is not a strategic plan, but is a work in progress. It’s tough to put together, but will be useful in building planning. She also said it’s hard to do as a group, and may be better for a committee or a couple board members.   
  
Chapter 2 (Administration): Rylie said the strategic plan comes up again, as well as a succession plan, which she will be looking into. Fran asked about the 10th bullet point, regarding an orientation program for new board members. Rylie said each new trustee gets a binder, which has all the information to help new board members get caught up. Fran wondered if there could be more clarity on the role of the board vs. director.   
  
Chapter 3 (Personnel): Rylie said she believes they are in compliance across the board. Kari asked if there are job descriptions or salary schedules for the library positions. Rylie stated that yes there are descriptions and what the employees make, but not a schedule (i.e. level 1, etc.). She also said the library is very small and there is a variety of longevity within the staff, and that some have been there for 30 years, which makes a true salary schedule difficult to set up at this time.   
  
Chapter 4 (Access): Rylie stated the outdoor signage is sorely lacking, and is out of their control until the library is in a new space. She also said she had never heard of a 5-year review of space needs, but that the library has expanded in this space every so often. Amie said she thinks it will come naturally with the strategic plan. Fran inquired about number 8 with the separation of public computers (adults/kids). Rylie said that they are in separate rooms and that the kids’ computers don’t print and have games on them. She said with the space set-up, it is designated, but not enforced.   
  
Chapter 5 (Building): Rylie said a lot is out of their control, but will be good for the future. The elevator is not in code, and she believes the alarm systems haven’t been checked. Amie commented that it will be nice when they will have their own building on a single level. Fran asked if there is a Library Capital Plan. Rylie said no, because the library has no capital expenses due to the renting situation. Rylie stated that they will want to have one for the new building.   
  
Chapter 6 (Safety): Rylie mentioned that Arlen suggested this chapter should be discussed more. Rylie said they don’t have much contact with the police and fire departments, and don’t do annual emergency training. Amie commented that the elevator is a big deal when it comes to safety if not passing inspection or up to code. Fran asked if they have an emergency manual and disaster plan; Rylie said yes they do. A couple things need to be updated in the disaster plan that weren’t in there. Rylie said they don’t have a building safety checklist since it’s not their building. Fran asked where the tornado shelter is; Rylie said it’s downstairs in the bathroom hallway, and is designated with a sign.  
  
Chapter 7 (Collection): Rylie believes they are in compliance on this chapter. She said the budget amount says materials should be 8-12% of the operating budget. Rylie had never seen their checklist for what’s included in that (PrairieCat fees, staff time, etc.), and said they’re currently over-budget at 13.5%.   
  
Chapter 8 (Systems): Rylie said they don’t currently participate in statewide committees, but could think of doing that.   
  
Chapter 9 (Public Services): Rylie said they do need more training that is more specific for the desk staff, but that it is hard to find. Fran asked if the library has a reference service policy; Rylie said yes they do.   
  
Chapter 10 (Programming): Rylie stated the library doesn’t currently have provisions for people with disabilities listed in programming advertisements. Nobody has asked yet for that, and she’s not sure exactly what they need to provide in that to not exclude anyone.   
  
Chapter 11 (Youth Services): Rylie mentioned staff training again, provisions for disabilities, and a welcoming environment for young adults. She said that is hard to offer in the current building to let them be themselves. Amie said that the new space could accommodate that. Rylie agreed and said there could be a specific teen space.   
  
Chapter 12 (Technology): Rylie said they want everyone to have self-checkouts, which Kari commented is done to an extent right now. Rylie said she believes smaller libraries that have self-checkouts are less welcoming and the staff may tend not to greet/interact with patrons. Rylie stated that the meeting room technology isn’t very relevant to them right now, but it would be nice to have a better set-up than the current cart. Fran inquired about the ADA compliant website. Rylie said there’s lots of regulations and that the library does comply, and that it’s mostly for people with vision impairment. Rylie mentioned she would like more computer instruction for the public.   
  
Chapter 13 (Marketing): Rylie said there is no written marketing plan, and while not previously considered, it may be helpful. Karen said that Rylie does market and does a great job, as well as the work with the Hinckley Business Association. Amie said that with being so close to NIU, that maybe it’s worth checking into free or cheap marketing work by an intern. Fran asked about #6 and if the library invites local, state, and federal officials. Rylie said they don’t but could consider for a grand opening. Amie mentioned that a meet and greet with coffee could be a good idea. Rylie agreed that there is a point to remind them that libraries exist. Fran said she appreciated #9; the opportunity to visit other libraries. She added that that could provide inspiration and a sense of collaboration with new ideas for the new building. Rylie said the Genoa library is of similar size and was built more recently. Fran referenced page 43, the next to the last bullet, which mentions an orientation for new board members, and some potential ideas to add in.   
  
The board discussed 142 W. Lincoln Update and Next Steps. Rylie announced the library has a new building. They have the keys and the deed was recorded and dated December 29th. She said there’s not many instances of a building being donated to a public entity. Because of this, the recorder’s office had not dealt with it much before. Kelli Smith helped Rylie in getting everything accepted by the recorder’s office. ComEd is now in the library’s name and the lights are on. Rylie said she’s still working on Nicor, as the building donor shut off utilities to the building on December 15th. The current temperature in the building is 42 degrees. Rylie said since the library has never had utilities in its name, that it’s more difficult to set up.  
  
Rylie is working with BMC for insurance with getting set up for liability only. Kelli advised them to have building insurance to start with. Rylie let her know what Bryce’s quote was and it was suggested that she shop around. Rylie is looking around for a company that specifically works with libraries and hopes to have quotes next month. Karen said she hates to leave town for the insurance, but likes the idea of using a company that specifically works with libraries.   
  
Rylie said a locksmith will come tomorrow morning, and that there was no key for the west entrance. Phil, the library’s lawyer, is working on the tax exempt process for the new building, and it’s on track to be done this month. Phil wrote a sample letter to the taxing bodies and Rylie sent it out on 1/8/21. Rylie said the next step would be to get rid of what’s in the building. She has a list of auction companies to contact about the medical equipment, and she touched base with Phil. The board has the ability to decide what is not needed for library purposes. The goal is to put the absolute minimum into the landfill. Karen mentioned that the Historical Society wanted to stop by to take a look.  
  
Rylie said she looked into the ComEd Energy Efficiency Program, but hasn’t called them yet. She believes the library would be eligible for their construction project. They would send out a technician to advise from the very beginning of the process on getting everything to be as efficient as possible.  
  
Rylie would like everyone to be thinking about potential donors (individuals or companies), so that when they get to the point of sending out letters, they will have a list to refer to. Rylie also mentioned coming up with a plan of how to recognize donors. She believes they should get an idea of what the cost may be before sending letters. A plaque honoring the donors per their request will be displayed. Amie said it’s common to see different levels of donation, and that it can be a wall. She said she definitely wants them to know they’ll be recognized. Karen said it is amazing and shocking to see the money that people come up with, and that it’s worth it to work through that and set up sponsorship levels of some sort. Karen added that you never know what will come their way. Amie mentioned that businesses can give back to the town through the library and that it enhances the community they’re trying to do business in.  
  
Tom asked if snow removal has been arranged for the sidewalk at the new building. Rylie said she could ask Victor Viland, who does the snow removal for the current building. Amie agrees with Tom, about it being a liability not taking care of the snow, and that they want to be good neighbors. Rylie said she is unsure of who takes care of the sidewalk by the village parking lot.   
  
The board discussed the Resolution 21-02 Surplus Property Sale. Rylie noted the order of importance for getting rid of things (public sale, offer of donation, recycle, discard). Amie said they will know more when Rylie gets in touch with the auction company regarding any items with high value, etc. Amie said maybe a company can do everything in one shot; Rylie agreed. Fran asked what the timeline would be for auction companies to come in. Rylie said in her head, she sees 2-3 months to get the building as empty as possible. Once the heat is on, Rylie said she will have a staff meeting at the new building to give staff a tour as well as discuss wish lists, ideals, etc.   
  
A motion was made by Amie and seconded by Fran to approve Resolution 21-02 Surplus Property Sale. It passed unanimously on a roll call vote.

Other Business

No other business.

At 8:29 pm, Karen Yaggie adjourned the meeting.