Hinckley Public Library District

Board of Trustees Meeting Minutes
October 14, 2019

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

Approval of Minutes

The minutes from the September 9, 2019 meeting were approved as presented.

Comments from the Public

No comments.

Secretary’s Report

The Friends of the Library received a thank you note from the H-BR Student Council for participating in the homecoming parade. They won the float contest.

Treasurer’s Report

The library received its annual Per Capita Grant check for the full amount of $3,502.50. The final tax payment has not yet arrived.

Approval and Payment of Bills

A motion was made by Arlen 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 is making progress on its three initiatives: the website, mural, and digital sign.

 The library will host a blood drive in December with Versiti. Amie mentioned that Versiti also approached the church to do a drive in December, so the church is going to try to schedule theirs in early 2020 instead.

 The next LWT trustee training will be held in Hinckley on October 26th. Amie, Kari, and Arlen plan to attend.

 The staff completed an inventory of the whole collection. 61 items were found to be missing and there are still some that need to be scanned when they are returned.

 After completing the inventory project, the library received a donation of 1,194 books from an estate. About 40% of them went to Thriftbooks and anything the library wasn’t able to use went to Goodwill.

 Rylie attended a strategic planning workshop and brought back ideas on how to move forward with the process.

 Library events are remaining popular through the fall including Try It Club, Adulting 101, movie showings, and more. The library hands out snacks to kids that are provided by the food pantry.

 96 items were checked out from OverDrive and 25 from eRead Illinois.

Youth Services Report

66 people attended story times in September including a field trip to Woody’s Orchard in Plano. Upcoming field trips include a bakery in Sandwich and the WSPY radio station in Plano.

Library Statistics

Statistics looked good this month, especially the increased circulation, interlibrary loans, and computer usage.

Friends of the Library

The Friends currently have $1,687.02. They had an income of $42.40 from book sales, $91.89 from Thriftbooks, $111.50 from the Plowing Match, $45 from Drink & Dabble, and $13 from a shirt sale. They spent $117 on eRead Illinois and $10 on the homecoming parade entry. Their float won the parade contest again. Their next project is the Giving Tree in partnership with the food pantry.

Unfinished Business

The board discussed whether to contribute to the digital sign at the high school. Proponents argued that a contribution would be a show of solidarity on this community project. Opponents argued that a digital sign might not be the best use of library’s or school’s budget. All trustees agreed that the library’s budget could not spare more than the $100 remaining in the marketing funds as the budget for the fiscal year had already been set.

The board understood from Dr. McGuire’s comments at the September meeting that there should be no minimum contribution required and no maximum number of messages allowed on the sign. Amie suggested giving Dr. McGuire an estimate of how many events the library would want on the sign in a typical month, which could be as many as ten during the summer months. The decision on whether to accept the library’s participation in the sign still rests with the school board.

Amie made a motion to pledge a one-time contribution of $100 to the high school’s digital sign. Fran seconded the motion. The motion passed three to two on a roll call vote:

Amie: Aye

Arlen: Nay

Carol: Aye

Fran: Aye

Kari: Nay

The board asked that an explanation of the reasoning behind the $100 be sent to Dr. McGuire with the results of the decision. It is not their intent to offend the school board with the amount; there simply isn’t any more money to spare in the library budget that is less than 2% of the school’s budget.

Fran and Rylie put together a director performance evaluation form based on examples from other libraries and the guidelines in the ALA’s Short Takes for Trustees document. The board suggested that Rylie fill out the same form as a self-evaluation as well. She will create her own goals. The evaluation process will coincide with the budget process in spring 2020. Some changes and clarifications on the form were suggested, so it was tabled. Fran will edit the form and bring it back for the November meeting.

New Business

The board reviewed a laptop quote from Dell as recommended by the library’s tech service. The current Dell laptop has lasted seven years but can no longer be used to run the Cricut or other software because it uses Windows 7. Karen and Kari confirmed that the price of $1,031.03 was cheaper than they could find elsewhere online. Arlen made a motion to accept the quote and purchase the laptop. Carol seconded the motion. It passed unanimously on a roll call vote.

The board reviewed Ordinance 20-04 to levy a tax of .02% for building rental and maintenance. No wording was changed from previous years. Amie made a motion to adopt Ordinance 20-04. Carol seconded the motion. It passed unanimously on a roll call vote.

Ordinance 20-05, the annual levy, was presented with an increase of $3,000 over what was requested last year. The actual increase will be determined by the county based on the CPI of 1.9% over last year. Carol made a motion to adopt Ordinance 20-05 and Amie seconded the motion. It passed unanimously on a roll call vote.

Other Business

No other business.

At 8:41 pm, Karen Yaggie adjourned the meeting.