Hinckley Public Library District

Board of Trustees Meeting Minutes

November 14, 2022

At 7:02pm, Board President Karen Yaggie called the meeting to order.

Members present: Karen Yaggie, Arlen Carls, Kari McMurtrie, Carol Kohler, Amie Carey, Fran Kriesch.

Members absent: Tom Lang

**Approval of Minutes**

Minutes from the regular Board of Trustees Meeting on October 10, 2022 were approved as presented.

**Comments From the Public**

There were no comments from the public.

**Secretary’s Report**

There was no correspondence.

**Treasurer’s Report**

Board members reviewed the month’s financial reports. Rylie highlighted line 051 (Building Donations) which has exceeded the $25,000 that was anticipated for the year, following a recent donation. An auditor is working on financials from last year, and Rylie anticipates some numbers will change on next month’s reports.

Carol motioned to approve the Treasurer’s reports and pay necessary bills, and Amie seconded the motion. The motion carried unanimously on roll-call vote.

**Director’s Report**

Grants and Donation Letters Update: Rylie has researched the list of possible corporate donors that the Board brainstormed at the last meeting, and found that a number of those corporations have donation criteria that the HPL does not meet. She sent inquiry letters to the remaining businesses. Rylie also applied this month to a grant opportunity posted by Meta.

Giving Tree: Giving tree forms were revised for clarity, and eleven families have applied so far. Friends of the Library will be helping to assemble the tree this week.

Shelving Donation: Rylie and some volunteers were able to pick up approximately $20-25,000 in shelving for the new library that was donated through the Byron Public Library.

Events: This month, the Library hosted a 12-hour Halloween youth event, partnered with the Hinckley American Legion to show a movie, and participated in a shop-and–share event with South Moon Barbeque that generated $400 in donations. A drink and dabble fundraiser is planned for the coming month.

eBook Statistics:Hinckley patrons checked out 118 items in OverDrive.

Friends of the Library Report: Friends currently has $2,067.28 in funds. Possibilities for how these funds may possibly be put to use in the future were discussed.

Youth Services Report: Participation for the month of October was over 100 participants for activities including Story Time, book clubs, and seasonal activities.

Library Statistics: Computer usage for the month was 414 users, up drastically from 178 users the previous year. Library attendance was also up, with 1,297 patrons for the month, versus 895 patrons the previous year.

**Unfinished Business**

Ordinance 23-05 Levy: Board reviewed the ordinance. Amie motioned to adopt the ordinance as written, and Arlen seconded the motion. The motion to adopt passed unanimously on roll call vote.

**New Business**

FOIA Policy Review: The Board reviewed the Library FOIA Policy from 2017. Rylie recommended retiring the policy because the Library is already required to follow laws related to FOIA, making the policy redundant. Arlen motioned to retire the policy, and Kari seconded the motion. The motion to retire the FOIA Policy dated September 11, 2017 carried.

Per Capita Grant Standards Review: Board had the opportunity to review the Per Capita Grant Standards for Illinois public libraries.

End of Year Donation Request Mailing: Rylie spoke to the Methodist Church about adding a full page donation request to the Hinckley Update, but was told this would not be possible due to weight requirements for the mailing, however they are willing to give the Library more space in the next issue for a donation request. Rylie also researched Every Door Direct, which could mail a postcard-sized product to 1,027 addresses for approximately $1,000 (including printing). The Board discussed these options and costs. Karen will speak to her contact to see if it is possible to reduce printing costs, and Rylie will speak to the Friends of the Library to see if they are interested in contributing any funds to complete a donation request mailing through Every Door Direct to bring the mailing costs down.

**Other Business**

The Board discussed options for a staff Christmas party or other recognition. Rylie said that holiday lunches have been traditionally difficult to schedule, and she would like to speak to the staff at the next meeting to see what options they prefer.

The meeting adjourned at 7:46.