Hinckley Public Library District

Board of Trustees Meeting Minutes

December 13, 2021

At 7:00PM, the meeting was called to order by President Karen Yaggie. Members present: Karen Yaggie, Carol Kohler, Kari McMurtrie, Arlen Carls, Amie Carey, and Fran Kriesch. In accordance with the board’s remote attendance policy, the members of the board voted unanimously in favor of allowing Tom Lang to attend virtually due to personal illness.

Approval of Minutes

The minutes from regular meeting, November 8, 2021, and special meeting, November 30, 2021, were approved as presented.

Comments from the Public

There were no public comments.

Secretary’s Report

A holiday card was received from architect Andy Dogan and family.

Treasurer’s Report

The building donation of 142 W. Lincoln has been accounted for on the financial reports. Several donations were made to the library the past month, including $10,000 from Ed Smith. The Annual Treasurer’s Report/Receipts and Disbursements was presented and a motion to approve this report was made by Kari and seconded by Amie. This passed unanimously on a roll call vote.

Approval and Payment of Bills

Motion to approve the treasurer’s report and pay all bills was made by Amie and seconded by Arlen. This passed unanimously on a roll call vote.

Director’s Report

The six new computers have been installed. Rylie is still working on spending the Libraries Transforming Communities grant money with “homework hangouts” (with

snacks and online tutoring), teen board games for game nights, and a day-long Dungeons & Dragons event in the works. Try It Club made hot cocoa bombs. Book club had its annual holiday dinner. Holiday wrapping service will be provided for a donation. A crafts and cookies story time and a Christmas movie will round out December programs. Hinckley Patrons checked out 157 items in OverDrive last month. There are 57 items on hold.

Friends of the Library Report

The Friends have $1,901.70. They had income of $16.90 from book sales and $28.55 from Thriftbooks since last meeting. Thriftbooks will be picking up 32 more boxes of books this week. The giving tree served 65 people from 19 families his year.

Youth Services Report

Twenty-four children attended story time during the month of November. Story time has been moved back downstairs. Youth services have been working on crafts again. There will be a wooden ornament painting on December 16th, with music, stories, and a snack. There will be a move shown during Christmas break.

Library Statistics

In November, there were 951 checkouts, 435 renewals, 128 computer usage, and 817 attendances in the library.

Unfinished Business

There was no unfinished business.

New Business

Architect’s Review of 142 W. Lincoln/Repair Work Required. Andrew Dogan, with Williams Architects, presented his “Existing conditions and Initial Plans” presentation. Andy spent time assessing the building and found that it is structurally sound. The loading dock is more concerning. There will need to be tuckpointing and recoating of existing walls. The roof needs eventual replacement, with some immediate repairs to prevent further leaking. Replacing the roof will help with insulation value and energy efficiency. The building needs new windows and doors. The floor of the building is lower than the north alley, so the building will need a step or ramp.

The original plaster ceiling and light fixtures are intact above the drop ceiling. The building will need all new HVAC systems. The electrical service is currently 200A. Increasing this will be evaluated as the building design becomes more defined. The building will need 2” water service, converted from the current ¾” service. On the north side of building, there is a possible roof leak. The east wall needs to be cleaned and scraped. The roof has some wear spots, and is in poor condition where it meets the red brick building to the east. The ceiling below this will need to be ripped out to assess the wooden structure’s condition.

Architect Floorplan Alternatives. Three floorplans were presented. The first plan had the meeting room and restrooms in the front, near the entrance off of Route 30. The second plan had the entrance in the southwestern corner of building, off of Route 30 and the parking lot. The third plan had the entrance in the southeast corner, off of Route 30. These plans were compared and contrasted with board member and director input in regards to ADA accessibility, family bathroom, children’s space, natural lighting, a vestibule (to buffer drafts), windowed study rooms, smaller employee workspaces, the director’s office’s proximity to service desk, and whether the meeting room should be accessed off of Route 30 or the northerly alleyway. Mr. Dogan will further hone the design taking this input into consideration.

DCEO/Live & Learn Grant updates. January 10th, 2022, is the DCEO grant deadline. January 15th, 2022, is the ISL “Live and Learn” grant deadline. Rylie has completed preliminary work on both grants, including setting up accounts and applying for a letter from the Illinois State Historic Preservation Agency.

Environmental Study Results. The phase I environmental study was completed approximately two weeks ago. The lead and asbestos sampling is done, but the results are not ready yet. After the environmental testing, Rylie found many examples of destruction, tripping hazards, and mess left by the Midwest Environmental team. The board asked Rylie to address these issues with the company.

Annual Financial Review Report. The report of the annual financial review completed by Linda Farris of Onsite Accounting was presented.

The comptroller’s report was presented. A motion to approve the comptroller’s report was made (remotely) by Tom, and seconded by Carol. This was approved unanimously on a roll call vote.

There were no closed session minutes to review.

The local investment policy was presented and reviewed. A review of this policy is required annually. A motion to approve the local investment policy was made by Amie, and seconded by Fran. This was approved unanimously on a roll call vote.

The whistleblower policy was presented. A motion to adopt the whistleblower policy as presented was made by Kari and seconded by Carol. This was approved unanimously.

The Board reviewed the Standards for Illinois Public Libraries for the Per Capita Grant. Fran asked about the section pertaining to engaging in board member training or attending library conferences. Due to COVID there haven’t been as many opportunities.

Karen Yaggie adjourned the meeting at 8:45 PM.