Hinckley Public Library District

Board of Trustees Meeting Minutes
June 14, 2021

Oaths of Office for Elected Trustees

Tom Lang, Karen Yaggie, and Carol Kohler were re-elected and read their oaths as trustees of the Hinckley Public Library District.

Election of Officers

The board presents the nominating slate: Karen Yaggie, President; Arlen Carls, Vice-President; Kari McMurtrie, Secretary; Tom Lang, Treasurer. A motion was made by Fran, and seconded by Carol to make the nominating slate the elected slate. It passed unanimously on a roll call vote.

At 7:05 pm, Karen Yaggie called the meeting to order. Kari McMurtrie, Amie Carey, Fran Kriesch, Tom Lang, Arlen Carls and Carol Kohler were present.

Approval of Minutes

The minutes from the May 10, 2021 Regular Meeting, the May 17, 2021 Special Meeting, and the May 25, 2021 Strategic Planning Committee were approved as presented.

Comments from the Public

No comments.

Secretary’s Report

No correspondence.

Treasurer’s Report

The financial documents reflect through the end of May, with one month remaining of the fiscal year. The first tax payment was received for the next fiscal year. The entirety of the tax bill for the new building has been paid for, as the donor followed through on the contractual agreement.

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

Summer reading has 209 registrants so far, with several early events full. The kick-off was slower than normal years, with 141 people registering on opening day. A sticker collage will be completed throughout the summer.

Bonnie has retired, and Logan is handing all of the cataloging. Chrissy is staying for another year. Kari will be ending her minute-taking after tonight’s meeting.

The 5B’s dinner fundraiser was a success despite the weather not cooperating. 215 meals were served, and a profit of $809.75 was made, thanks to the hard work of a dozen volunteers. Rylie collected donated items for the community garage sales and the library made $650.12 from that sale. Julie Morsch offered to display a donation jar at her sale, there was a lemonade stand with a portion of that being donated as well. Shirley Wilhelmsen, the previous director of the library also had a donation jar. The donation jars were clearly marked for the new library building renovation fundraiser.

The Library’s phone contract with Frontier is coming to an end in July, and will be switching over to VOIP. The phone numbers will be ported over, and the new service will cost only $71.68/month with 8x8.

12 people came to donate blood on opening day, but only 9 were eligible to give. The Book Club is glad to be meeting again, and Dungeons & Dragons continues to meet weekly with a very loyal group. This month there will be a special session for Drink & Dabble where previous participants can bring back two paintings to fix something for only $5.

In December, 153 items were checked out from OverDrive and 7 from eRead Illinois. The eRead subscription will end June 30th.

Youth Services Report

61 children attended story time in May. The biggest grand prize this year for summer reading is a Brookfield Zoo adventure package for 6. Most story times have been able to be outside. 36 people are signed up for the field trip to the Air Classics Museum, with a $5 admission per person to help keep the museum open.

Library Statistics

New and renewed patrons have increased, as well as checkouts. Attendance is up from last year due to the shutdown as well.

Friends of the Library

The Friends currently have $1,401.94. They had income of $20.90 from book sales since last meeting.

Unfinished Business

The Strategic Plan was discussed. Some wording was changed, as well as changes in the “engage” section. Rylie said this will encourage additional staff training, as well as have them adopt professional goals throughout the year. A motion was made by Amie and seconded by Fran to adopt the strategic plan as presented. It passed unanimously.

The board discussed the property insurance quote for 142 W. Lincoln. Quotes were received both from BMC, which the library currently uses, as well as State Farm. Rylie said some parts could be separated, or the library could choose to use one company. The board noted approximately a $1,000 difference once all was totaled up. Rylie said that State Farm offered several coverage options on the D&O Insurance. Karen noted if the policies were kept with BMC, it would stay local. However, she also mentioned Zach Downing, with State Farm, graduated from HBR and still lives here. A motion was made by Fran and seconded by Carol to transfer insurance policies to State Farm Insurance, and maintain $500k coverage for D&O Insurance. It passed unanimously on a roll call vote.

The Building Program Revision has been completed. A motion was made by Amie and seconded by Carol to accept the Building Program as revised. It passed unanimously.

The FY2022 Working Budget was discussed. The two fundraisers were added onto Building Donations (Line 051). Line 715 was added for Fundraisers to reflect the output from the fundraiser to the portion paid to 5B’s ($2,150). Telephone (Line 405) decreases a lot with the phone service changing. The Insurance numbers were taken from the State Farm policies. Rylie included on Line 703, the quoted cost for the Environmental Study. This study is set to be discussed later in the agenda. Kari noted that nothing is currently in Legal Fees (Line 704). The board discussed and agreed they could put $1,000 down for that category in the budget.

Amie inquired about the budget showing a deficit. Rylie said there will be some carryover from this fiscal year (About $24k). She also mentioned that anticipated building donations weren’t included. She wanted to show the potential cost of the EPA study since it’s a fairly large amount. It was also noted that there is a deadline where you can expend funds from the previous fiscal year. The EPA study could be removed from the budget as long as it’s reflected somehow in the Budget and Appropriations Ordinance.

Midwest Environmental Consulting Services provided the quote on the Environmental Study. The board would like to find out what exactly is needed and see if the cost could be less. Rylie said in order to apply for the construction grant through the state, Lead and Asbestos testing is required. The board agreed that at least one more quote should be received. Tom said he will reach out for another opinion as well.

The Board discussed the FY2022 Salaries. Out of the budgeted $120k, the Library will likely hit about $114k on salaries. Minimum wage will be $12/hour starting January 1st. The spreadsheet reflects the first scenario on the salaries. A motion was made by Fran and seconded by Amie to approve the salary increases effective 7/1/21 for FY22 scenario 1. It passed unanimously on a roll call vote.

The board agreed to put $3,000 in for anticipated building donations, and to leave the $7,880 for the Environmental Study. A motion was made by Arlen and seconded by Amie to approve the FY22 Working Budget. It passed unanimously on a roll call vote.

The Budget & Appropriations Ordinance was tabled.

New Business

The discussion of the Genoa Library Tour was tabled.

The board discussed the Environmental Study Quote in the previous section. There will be no action on the agenda, but the board will get other quotes and have clarified what exactly needs to be done.

The board discussed arranging architect interviews. Fred sent Rylie the Request for Qualifications form. The Board agreed that in-person interviews would be best to see the personalities and how prepared different firms are. Rylie will email to pick interview dates before arranging for publication in the newspaper. Request for Qualifications forms will also be sent to Joe Huberty’s firm, the architect who did the Genoa Library, as well as the architect who did the North Aurora Library. Rylie will look into others as well.

The board discussed the Ordinance 22-01 Board Meeting Dates. A motion was made by Amie and seconded by Kari to adopt the Ordinance 22-01 as presented. It passed unanimously.

There were no Closed Session Minutes from Jan-Jun 2021 to review.

Other Business

The Lions Club presented a plaque to Bonnie upon her retirement to thank her for her customer service over the 30 years she worked with the Library. Karen also gave her a card from the Library Board.

At 8:38 pm, Karen Yaggie adjourned the meeting.