Hinckley Public Library District

Board of Trustees Meeting Minutes

October 10, 2022

At 7:00pm, Board President Karen Yaggie called the meeting to order.

Members present: Karen Yaggie, Arlen Carls, Kari McMurtrie, Tom Lang, Fran Kriesch.

Members absent: Carol Kohler, Amie Carey

**Approval of Minutes**

Minutes from the regular Board of Trustees Meeting on September 12, 2022 were approved as presented.

**Comments From the Public**

There were no comments from the public.

**Secretary’s Report**

There was no correspondence to share.

**Treasurer’s Report**

The Board reviewed the September 2022 budget reports. Rylie highlighted that the final property tax payment that the library will receive for the year is due in November. Estimated building donations are on track for the year, and the Library has received the first part of its E-rate funding.

Arlen moved to approve the Treasurer’s Report and pay necessary bills as presented, and Kari seconded the motion. The motion carried unanimously on a roll-call vote.

**Director’s Report**

Copier Update: The new copier arrived and the library staff has been pleased with it so far, finding it faster than the previous copier and easy to use.

IT Service Update: The new IT service started the day after the copier arrived and they were able to hook up all of the public computers to the new machine. Rylie was satisfied with this first service.

Grants and Donation Letters Update: Rylie learned about new grants opening from SC Johnson and Meta Data Center, and has applied to both. She also signed up for a subscription to a grant database that will allow her to search for additional grant opportunities. To date, $13,610 has been received for the building fund from the first round of donation letters, and Rylie will be working on sending out corporate donation requests this month. Rylie asked the Board if now would be a good time to do a zip code mailing in order to capture holiday donations, and general consensus from the Board that it would be good to send a mailing soon, but that there is a need to first figure out costs and logistics of bulk mailing. The possibilities of doing a bulk mailing directly from the library, mailing a donation request insert in the Hinckley Update, or using a service such as Every Door Direct were discussed. Rylie will research a couple direct mail options and Karen will reach out to the Methodist Church so that the Board can decide how to proceed.

ARSL Conference: Rylie attended the conference in September and was able to both attend the regular sessions and to network with librarians from other small libraries.

Renovation Workshop: RAILS hosted a session on how to best market library collections to improve circulation. This led Rylie to reorganize some sections of the Library this month to better suit borrowers.

Phil Lenzini Board Training: This training highlighted three legal changes. 1. When library boards have a vacancy, the vacancy must now be filled within 90 days or the State Librarian will step in to appoint a new board member. 2. Through the Cards for Kids Act, children who qualify for Free/Reduced Lunch at school are eligible for a free library card. The new piece to this legislation now allows library boards to give library cards to all children in underserved areas at its discretion. 3. “Decennial Committees on Local Government Efficiency Act” became law this summer, requiring libraries to form a committee of board and public to write a report on efficiency. More information should be forthcoming on how to manage this.

Events: Lions Club cruise night last month raised $1,107 total for the Library. $647 was donated from the Lions, and the winner of the 50/50 raffle donated her winnings back to the Library. Fat Olives also donated proceeds from their sales. On October 28, the Library will host a 12-hour Spooky Spectacular that will include movies, snacks, games, and after hours hang out for teens.

E-books: Patrons checked out 130 items in the last month from OverDrive.

Friends of the Library: Friends raised $8.00 from book sales in the last month, bringing their balance to $1,980.91

Youth Services: Youth service programs included coloring pages, Story Time (32 participants), and K-3 Book Club (8 participants), Overall participation for all Youth programs was over 70 participants.

Library Statistics: Rylie offered a library card renewal promotion in September, renewing 13 users. Checkouts continue to be down from 2021, and computer usage continues to be very high compared to the previous year.

**Unfinished Business**

Architect’s Plan Updates: The discussion was tabled.

April 2023 Trustee Election: There will be one board position opening. Rylie has application packets for any individuals interested in running for Trustee.

Parking Lot Plans: Karen spoke to the individual who had been renting the lot. He does not want to continue to pay rent on the lot, but would be willing to maintain it in return for the Library allowing him to use it. Rylie will pursue removing taxes on the lot to move forward with this plan, with the understanding that this will then be a public lot and the previous renter cannot use it exclusively.

**New Business**

Ordinance 23-05 Levy: Each year, libraries can ask for up to 5% tax levy increase. Typically, the Library will ask for the full 5% increase, but then that number is adjusted to match the Consumer Price Index, which has historically been significantly lower than 5%. This year, however, the CPI is at 5%, so there is a better chance that the Library could receive the full 5% requested.

Reference and Reader’s Advisory Policy Review. The Board reviewed the Policy. A motion to adopt the policy dated 10/10/22 was made by Fran, seconded by Arlen, and approved unanimously by roll call vote.

Interlibrary Loan Policy Review: The Board reviewed the Policy, which included two revisions from the previous version. Kari motioned to adopt the revised policy dated 10/10/2022, and Tom seconded the motion. The motion carried unanimously on a roll call vote.

**Other Business**

“Here and Queer” was recently aquired by the Library and on display on the New Books shelf. Two patrons have made complaints about the book based on the subject matter. These individuals were informed they can submit a formal reconsideration form, but neither chose to do so. The Library’s Collection Development Policy states that the library will seek to develop a diverse collection, and that titles or subject matter included in the Library’s collection are not necessarily a reflection of positions advocated by the Library, its staff, or its Board.

Rylie is celebrating her 10th year as Director of the Hinckley Public Library District, and this benchmark was celebrated by the Board.

The meeting adjourned at 8:11pm.