Hinckley Public Library District

Board of Trustees Meeting Minutes

June 10, 2024

At 6:30 pm, Board Vice President Arlen Carls called the meeting to order.

Trustees present: Pam Keown, Carol Kohler, Amie Carey, and Fran Kriesch. Tom Lang and Karen Yaggie were absent.

**Approval of Minutes**

Minutes from the regular Board of Trustees Meeting on May 13, 2024 were approved as presented.

**Comments from the Public**

There were no comments.

**Secretary’s Report**

The library received a letter from the Illinois Secretary of State’s office announcing the award of the annual Per Capita Grant in the amount of $4,034.75, a slight increase over last year.

**Treasurer’s Report**

The board reviewed the reports for May 2024. In the last month of the fiscal year the budget lines are approaching 100% in most categories. Amie made a motion to accept the treasurer’s report and pay the necessary bills. Carol seconded the motion. It passed unanimously on a roll call vote.

**Director’s Report**

Fundraising Update: More than $12,000 in interest has been earned on the Special Reserve account in this fiscal year with $1,411.32 in May alone.

Events: Summer Reading started off strong with a 50% increase in registrations on opening day and more than 300 people visiting the library that day. The petting zoo and free root beer floats were a big draw. Many of the summer events have waiting lists and 241 people have signed up for the reading program so far. 31 participants made recycled water bottle chandeliers that are now hanging above the circulation desk. The other events of the first week also had success, including story time, steelpan music, and the snack station.

eBook Statistics: 279 titles were checked out by Hinckley patrons in OverDrive and 15 titles were checked out in eRead Illinois.

Friends of the Library Report: The Friends have $2,230.40 after receiving $20.90 from book sales.

Youth Services Report: Story time had 28 participants in May and more than 10 kids enjoyed the drop-in crafts and coloring pages provided.

Library Statistics: Library visits continue to increase as do library card registrations and circulation. There were fewer programs this month as the staff prepared for Summer Reading.

**Unfinished Business**

Building Project Update: As stipulated in their contract, Williams Architects requested that the library provide a land boundary and topographic survey of the West Lincoln building; the survey work is underway and was quoted cheaper than expected. A mechanical engineer and a structural engineer assessed the building in the last month. They recommended having a sanitary line scope completed as a preemptive measure to determine the placement and condition of the plumbing. In their work with another project that received a federal grant, the library’s construction management team has found that the federal regulations have not reduced the number of bids they’re receiving. However, some of the goals for incorporating Minority Business Enterprises and low-income workers are proving difficult to meet.

FY25 Raises: The higher slate of salary increases presented last month was still agreeable to the board. Amie made a motion to accept Option 1 on the FY25 raises spreadsheet. Fran seconded the motion. It passed on a roll call vote:

Amie: Aye

Arlen: Aye

Carol: Aye

Fran: Aye

Pam: Abstain

FY25 Working Budget: Since the architect and construction management teams have not yet finalized the construction budget, the estimates from the previous year were carried over. All other line items are based on established contracts and experience. Amie made a motion to adopt the FY25 working budget as presented. Arlen seconded the motion. It passed unanimously on a roll call vote.

Ordinance 25-03 Budget & Appropriations: No changes were made since the previous viewing. The ordinance was tabled.

**New Business**

Parking Lot Signage: As construction nears, the library-owned gravel parking lot to the north of the future library will need to be reserved for library business. There is space for at least five vehicles in the lot and it is frequently in use by the community. Once the land survey is completed, the library will put up signs establishing the lot as library parking only. The board opted to ease into the change and only add towing if it proves necessary in the future.

Review Closed Session Minutes for Previous 6 Months: There were no closed session minutes to review.

Ordinance 25-02 Board Meeting Dates: This annual ordinance establishes the schedule of regular library board meetings for the upcoming fiscal year. Meetings remain at 6:30pm on the second Monday of each month. Fran made a motion to adopt Ordinance 25-02 as presented. Pam seconded the motion. It passed unanimously on a roll call vote.

Ordinance 25-04 Maintenance Tax: This annual ordinance is a supplement to the tax levy and continues the tax for building maintenance. Amie made a motion to adopt Ordinance 25-04 as presented. Pam seconded the motion. It passed unanimously on a roll call vote.

**Other Business**

The library’s summer events have been added to the Community Building calendar along with the Parks and Rec events.

The meeting adjourned at 7:21 pm.