Hinckley Public Library District

Board of Trustees Meeting Minutes

October 14, 2024

At 6:30 pm, Board President Karen Yaggie called the meeting to order.

Trustees present: Pam Keown, Carol Kohler, Tom Lang, Arlen Carls, Amie Carey, and Fran Kriesch.

**Approval of Minutes**

Minutes from the regular Board of Trustees Meeting on September 9, 2024 and from the special meeting on September 30, 2024 were approved as presented.

**Comments from the Public**

There were no comments.

**Secretary’s Report**

The Illinois Funds sent a portfolio summary for the second quarter of 2024.

**Treasurer’s Report**

The board reviewed the financial reports for September 2024 as well as the federal grant spending. Interest earned across all library accounts has reached $8,061 since July. Amie made a motion to approve the treasurer’s reports and pay the necessary bills. Carol seconded the motion. It passed unanimously on a roll call vote.

**Director’s Report**

Fundraising Update: The total of private donations stands at $216,698.47 after receiving $1,550 this month. The Special Reserve account earned $1,753.06 in interest in September, bringing its total to $409,724.36.

LTC Community Conversation: For the $10,000 accessibility grant called Libraries Transforming Communities, the primary requirement was to hold a community conversation with the target audience of the grant. This conversation was held in September with a small but experienced group. The participants identified these funding priorities for physical accessibility in the new library: automatic doors on the entrance and restrooms, railings, toilets at the right height, and seating by the entrance. The grant needs to be spent by March 31, 2025.

PUG Days: All of the staff attended webinars held by PrairieCat as part of its annual staff development program. This year’s event was free and fully online whereas next year it will be held in person.

ILA Conference: Rylie attended the Illinois Library Association conference in Peoria and learned about library renovations, programs for homeschoolers, and more valuable information over the three-day event.

Amazon Prime: The library now has a free Business Prime account thanks to a partnership between Amazon and ILA.

Events: 121 people visited the library during the downtown trunk or treat event. The library will sell crafts at the upcoming fall fest. Book club is taking a field trip to a Chicago play next week. A chess tournament, movie showing, and drop-in craft round out the month.

eBook Statistics are now included on the statistics report.

Friends of the Library Report: The Friends have $2,675.14 after receiving $3.50 from book sales and $107.42 from Thriftbooks.

Youth Services Report: Sarah offered story time, kids book clubs, and create and take activities in August. Overall participation in August was 100.

Library Statistics: Rylie presented a new visual statistics report, based on a template provided in a PUG Days webinar. The charts compare longer time periods to show trends in circulation and attendance. eBook circulation was at an all-time high in September. The months of June and July show huge increases in both circulation and attendance due to the Summer Reading Program.

**Unfinished Business**

Building Project Update: The board felt reassured and validated after the special meeting with architect Andy Dogan.

Building Project Cost Options: There were no updates on this topic. Williams Architects and SMC Construction will attend the November meeting with more options.

**New Business**

Patron Confidentiality Policy Review: The policy was reviewed and minor wording changes were made. Fran made a motion to adopt the Patron Confidentiality Policy as amended. Amie seconded the motion. It passed unanimously on a voice vote.

Spending Policy Review: This policy was due for its three-year review but required no changes. Amie made a motion to adopt the Spending Policy as presented. Arlen seconded the motion. It passed unanimously on a voice vote.

Library Reimbursement Policy Review: This policy was due for its three-year review but required no changes. Pam made a motion to adopt the Library Reimbursement Policy as presented. Carol seconded the motion. It passed unanimously on a voice vote.

 Wi-Fi Policy Review: This policy was due for its three-year review but required no changes. Carol made a motion to adopt the Wi-Fi Policy as presented. Fran seconded the motion. It passed unanimously on a voice vote.

Whistleblower Policy Review: This policy was due for its three-year review but required no changes. Tom made a motion to adopt the Whistleblower Policy as presented. Arlen seconded the motion. It passed unanimously on a voice vote.

**Other Business**

The Hinckley Fall Fest is coming up on Saturday at Pioneer Park.

There is additional parking downtown that may be available for purchase.

The meeting adjourned at 7:20 pm.