

Catlin Public Library District
Regular Board Meeting
16 March 2022

The regular board meeting of the Catlin Public Library District was called to order at 7:02 p.m. Board members present were Cathy Brogan, Crystal Carter, Kathy Nesbitt, Judith Puzey, Brenda Stultz and Library Director Kathleen Bennett. Meeting was called to order by roll call vote.

Public Comment:

This section is included for any member of the public who attends and would like to make a comment. No member of the public attended this meeting.

Approval of Agenda:

A motion was made by Judith Puzey and seconded by Brenda Stultz to approve the agenda for the March 16, 2022 meeting of the Catlin Library District Board meeting. Motion carried unanimously by 5 - 0 voice vote.

Approval of Consent Agenda:

A motion was made by Judith Puzey and seconded by Kathy Nesbitt to approve the minutes for the February meeting of the Catlin Public Library District, February financial reports, statistics, and invoices for March. Motion carried unanimously by roll call vote.

Calendar of Events:

In Case You Get Hit by a Bus online book study will end at the end of March. This popular program had 45 adult participants completing weekly assigned tasks as outlined in the book, the largest group to participate in an adult library program to date. They received entries for a drawing for a safe for each task completed. The drawing for the safe will be held at the end of March. Kathleen stated due to the excellent participation in the program the future plan is to do the program each January.

Paula Simonson took a healthy snack and short survey for teachers at Salt Fork North as a "Boost" for teachers. The survey consisted of three questions for

teachers on how the library could assist and support them. Teachers can complete the survey by scanning the QR code on the note attached to the treat.

Friday, April 15 will be the annual Easter Egg Hunt program. Participants can sign up for the 10:00 a.m. or 2:00 p.m. times. Participants will be divided into two age groups with activities suitable for the age group. The program will include Storytime, a craft, and an egg hunt.

May—Coffee Talk, the adult summer program will resume on Wednesdays. Topics to be discussed will be provided at a later date.

June—Summer Reading Program begins in the afternoon on Tuesday, June 21 for grade school age participants. The program was changed to afternoons to avoid conflict with the school's summer recreation program. Our numbers dropped last year with the two programs both in the morning. Parents are free to drop off this age group.

Program begins in the morning on Thursday, June 23 for participants in the general age range of 3 to 7. An adult will need to stay with participants in this age group.

Librarian's Report:

Statistics:

Board members received a chart and explanation of how the number of books being processed through the library's Interlibrary Loan program are accounted for and where the data is obtained. There is borrowing which are books from other libraries that are checked out by our patrons. Loans are items from our library that are sent to other libraries for their patrons. There is also reciprocal borrowing which is the number of books checked out in our library by patrons from other libraries. Numbers on all levels are down due to the impact of COVID.

The computer use by patrons is also down partly due to COVID but also since we have decreased the number of computers available for use. We have gone from 8 computers to 4.

Live and Learn Grant:

A decision on the recipients for the grant will be made in April. Kathleen was asked to be present in Springfield for the announcement.

Levy: Kathleen reported the Levy Confirmation was received by the library.

New Business:

Budget Policy:

An updated version of the budget policy was presented and discussed. A motion was made by Brenda Stultz to approve the policy's current language and needs as updated. Motion seconded by Judith Puzey. Motion carried unanimously by roll call vote.

Service Agreement for Automated Doors:

Tee Jay Central, Inc. from Gridley, Illinois submitted a service agreement offer for the automated doors they installed on April 9, 2021. The doors warranty will expire on April 9, 2022 and any services needed after that time will cost the library the company's current rates for materials, labor, and travel. The service agreement has a set price of \$938.00 per year if paid once a year. After discussion of the agreement, a motion was made by Judith Puzey to accept the agreement and send a check to Tee Jay Central, Inc. for \$938.00. Motion was seconded by Kathy Nesbitt. Motion carried unanimously by roll call.

Non-Resident Library Cards:

Based on information found in the Illinois Administrative Code (23 Ill. Adm. Code 3050) a public library has the option to determine a fee for a non-resident library. The fee should be equitable and proportionate to the fee paid by residents through local residential property taxes. A discussion was conducted to determine if library cards should be made available to non-residents, persons outside our library district but who live closer to Catlin than the library in their district and what to charge for the cards. Kathleen presented information as to what the property tax levy for library is for residents. A formula provided by the Illinois Administrative Code was used to determine an amount of \$100.00

Members discussed letting non-residents purchase a library card for a fee of \$100.00. A motion was made by Crystal Carter to allow non-residents to purchase a library card for \$100.00. Motion was seconded by Judith Puzey. Motion carried unanimously by roll call vote.

Lawn Care Service for 2022:

The library received two bids for lawn care service. Equal amount bids were submitted by Green Tech Lawn Care and Terry Eythcheson. After discussion of the two companies, a motion was made by Crystal Carter to hire Green Tech Lawn Care for summer 2022. Motion was seconded by Brenda Stultz. Motion carried by unanimous roll call vote.

Tort Policy Update:

The following additions were discussed to add to the current Tort Policy:

1. Snow removal and supplies - parking lot and sidewalks
2. Fire extinguisher maintenance checks
3. Fire extinguisher training for staff
4. Fire alarm system through Securitas
5. Replaced condemned furnace in February, 2022
6. Salary transfer for Kathleen's role as the safety director
7. Service agreement for automated doors starting April 2022

A motion was made by Judith Puzey to add the above items to the Tort Policy. Motion was seconded by Kathy Nesbitt. Motion carried unanimously by roll call vote.

Director Evaluation:

Cathy Brogan reported that Library Director evaluations were received and discussed with Kathleen. The evaluation was extremely good with Kathleen receiving all 4 and 5 ratings in the areas listed. We are very happy to have Kathleen as our Director.

Old Business

OMA Certification:

Kathleen reminded board members Kathy Nesbitt, Crystal Carter, and Brenda Stultz that they needed to complete their certification online.

Economic Interest Statements

Statements are due by May 1 or the library will incur fines. Kathleen requested they be filed prior to April 30. Return slips should be brought to the library to record statements have been filed.

Trustee Workshop:

Kathleen previously sent a link to the Trustee Workshop provided through Illinois Library Association to those board members needing to participate. If it is no longer available, notify Kathleen and she will resend it.

Per Capita Grant Requirement:

Chapters 7 - 9 of "Serving our public 4.0 summary and action steps" for Illinois Public Libraries was reviewed. Kathleen pointed out areas needing attention as follows:

Chapter 7 (Collection Management) The collection policy should be reviewed and updated as needed. Staff needs training on using ILLINET and ALA interlibrary loan procedures.

Chapter 8 (System Member Responsibilities and Resource Sharing) The staff and board of trustees need to be encouraged to join other local boards, committees, task forces, advisory councils at various levels to the benefit of the library. Kathleen also recommended the staff participate in a refresher web training on communications between staff and library patrons.

Chapter 9 (Public Services: Reference and Reader's Advisory Services)

Due to the size of the library, there is not an actual advisory service. Kathleen purchases books/movies patrons express interest in if funds are available.

Adjournment:

There being no further business, Judith Puzey motioned to adjourn the meeting. Motion was seconded by Brenda Stultz. Motion carried by a 6 - 0 voice vote. The meeting adjourned at 7:43 p.m.

The next regular Board meeting is scheduled for Wednesday, April 20, 2022 at 7:00 p.m. at the Catlin Public Library.

Respectfully submitted by Crystal Carter