

Oglesby Public Library Board of Trustees
Regular Meeting Minutes
June 26, 2023

Convened at the Oglesby Public Library (111 S Woodland Ave, Oglesby, IL 61348)

ROLL CALL

President Vollmer called the June 26, 2023 meeting of the Oglesby Public Library Board of Trustees to order at 6:30pm.

Members present: Clinard, Cullinan, Porter, Vollmer (Rich), Vollmer (Sarah)

Members absent: Engel, Watson

Guests present: Ken Ficek and Sam Sankovich, on behalf of the Oglesby Elks

President Vollmer started the meeting by acknowledging the presence of representatives from the Oglesby Elks and the donation that they made towards the modernization of the library's computers. The money comes from the Children's Care Fund – the money is set aside for anything to do with children. The modernized computers will allow the Oglesby Public Library to install filtering software that will protect the community's youth as they use the computers on a day-to-day basis. Mr. Ficek also offered the Elks' facilities for fundraising and the opportunity to apply for other grants from the Children's Care Fund in the future.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

There were no comments from the public relating to agenda items only during this time.

APPROVAL OF MINUTES

Porter motioned to approve and place on file the May 22 regular meeting minutes.

Vollmer (Sarah) motioned to approve and place on file the June 12 special meeting minutes.

Porter motioned to approve and place on file the June 1 decennial meeting minutes.

MONTHLY BILLS

Porter motioned to pay the May 2023 bills, Cullinan seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Cullinan motioned to pay the June 2023 bills, Porter seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

REPORTS

President Vollmer distributed a printed copy of his report. In his report, he praised the library director and staff. He noted that he is working with Rich Watts from the city on finding out specifications for the fire-rated doors that need to go up around the new HVAC system. He thanked John's Service & Sales for setting up the new HVAC system and noted the importance of setting up a new Building & Grounds committee as soon as possible.

President Vollmer also mentioned that he met with the Mayor recently. There is an intergovernmental agreement in place with the City of Oglesby from decades prior where the city pays electricity, landscaping, and snow removal up to \$40,000 – which the library reached 18 years ago. The board and the city had a meeting at that time and, since the library was losing money because of TIFs, then-Mayor Jerry Scott allowed the services to continue free of charge, with no formal documentation. There was an intergovernmental agreement formalized under the administration of then-Mayor Tony Torres. The city today would like us to renegotiate our agreement. President Vollmer said at the next meeting, there will need to be a discussion as to what needs to be done. He is having Treasurer Clinard and Director Sheedy comb through the numbers in preparation for said meeting. That said, President Vollmer did anticipate greater expenses for the upcoming year and potential building/grounds expenses in the near future. He hoped that the board could find some grant money for some of those things. He also noted that the city is looking to stop providing custodial services for the building. Treasurer Clinard noted that we could also be adding electricity, water, sewer, and waste disposal fees to the library's list of expenses in the future. To cope with these expenses, President Vollmer suggested taking Ken Ficek up on his offer to use the Elks for a fundraiser. Secretary Cullinan asked for clarification on the intergovernmental agreement, including the terms and when said terms (i.e. TIFs) expired. Discussion ensued amongst members as to different offers the library could make to the city. Treasurer Clinard suggested approaching the city about making the library's tax levy whole.

Porter motioned to approve and place on file the President's report.

Treasurer Clinard that, for FY22, the library incurred a \$1,614.44 loss, due primarily to the installation of a new HVAC system which put the building fund \$17,067.95 in the red. However, she also noted that the library's general fund still ended up in the black, bringing in \$6,041.03 to the library.

Porter motioned to approve and place on file the Treasurer's report.

Director Sheedy noted her pleasure with the board approving the digital infrastructure spending. She noted that Mark Karlosky, a consultant who was hired with said spending, is easy to work with and has helped her with various issues. Director Sheedy also noted a new state law that prevents libraries from banning books, unless they want to lose grant money. She also noted that in the state budget this year, there will be \$5 million in new digital resources offered to public libraries. In terms of the book sale, Director Sheedy noted that she would appreciate help from the board at the next book sale considering the amount of labor involved. She noted that the leftover books were donated to Debo's and a donation we received from the McCormick family.

Porter motioned to approve and place on file the Director's report.

CORRESPONDENCE

President Vollmer read a letter from the Illinois Secretary of State informing us that we received a Fiscal Year 2023 Public Library Per Capita grant in the amount of \$6,220.08.

President Vollmer read a letter from State's Attorney Joseph Navorro informing us that the former IVCH building at 520 W Walnut St in Oglesby is coming off our tax rolls, following the county's purchase of said building.

UNFINISHED BUSINESS

President Vollmer noted that he has one quote of \$1,329 from RP Lumber for the installation of fire-rated doors/walls in the library's HVAC room. He noted that he would like to try and get them to reduce the price (in the form of a donation), but is continuing to "shop it" with other vendors.

Porter motioned to spend up to \$1350 on the fire-rated doors and walls in the library's HVAC room, Clinard seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Director Sheedy noted that our current surety bonds for the library's treasurer are not sufficient to meet state statutes. It needs to amount to at least 50 percent of our annual budget. The library's current policy is with Hartauer Insurance.

Clinard motioned to spend \$58 more this year and a total of \$350 in subsequent years to get the library treasurer's surety bonds up to requirements as dictated by state statute, Porter seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Committees were discussed. President Vollmer will serve on each committee, ad-hoc, besides Building and Grounds. Director Sheedy will serve on each of these committees. Building and Grounds will include President Vollmer and Engel. Clinard and Porter were recommended for the Finance Committee. President Vollmer informed Vollmer (Sarah) of what the technology committee would cover. Cullinan and Vollmer volunteered for the Technology Committee. Engel and Watson were suggested for Personnel and Policy.

Clinard motioned to approve the committees as presented, Porter seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

NEW BUSINESS

The library recently had a new HVAC system installed, which it is financing through First State Bank. The library board's current depository is Heartland Bank and the board wished to have automatic monthly withdrawals from its depository set up to pay its monthly installments with First State Bank.

Vollmer (Sarah) motioned to set up automatic monthly withdrawals from Heartland Bank to pay the library's loan at First State Bank, seconded by Porter.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Director Sheedy noted some organizations require that donations go to a 501(C)(3), which we are not, but if we were to join the Fund of Illinois Libraries, they would receive that money and then send it to us. She noted that, in our current state, she's not sure what our fundraising limitations are. President Vollmer asked Director Sheedy how much we received in the last year in terms of donations – Treasurer Clinard noted that we received \$5,913.46 in charitable donations from local groups. President Vollmer noted that this probably isn't necessary if we are only soliciting donations from local groups, but it may be different if we were to solicit from larger businesses. The fee to join the Fund of Illinois Libraries would be \$300. No action was ultimately taken on this item.

Director Sheedy noted that we have around 3 to 4 non-resident library cards at the moment. She shared a sheet with the board noting the general mathematical formula for setting fees on non-resident library cards. Her recommendation, based on our population data, was to set the fee for non-resident library cards to \$65, effective July 1, 2023.

Porter motioned to set the fee for non-resident library cards to \$65 to be effective July 1 of 2023, seconded by Cullinan

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Director Sheedy noted that we currently charge .15 B&W and .50 for color and recommended increasing our prices to .25 for B&W and \$1.00 for color. She said B&W costs range from .15-.25 at other local libraries. Faxes are currently charged at \$1.00. Different groups can receive different rates though: history fair students receive 10 free copies and we were providing fax services at no charge for individuals faxing medical records release forms to St. Margaret's. Vollmer (Sarah) suggested higher prices, to be in line with what the Reddick Library charges. Director Sheedy noted that while the general rates haven't increased in some time, there are still many people who come here to print since they don't have the necessary resources at home to do so – so she thinks we should be careful with how much we raise the fees. She noted that we made 4,397 B&W prints and 410 color prints so far this year. President Vollmer suggested that we go with Director Sheedy's suggestions for now and revisit the issue next year.

Porter motioned to set page fees to .25/page for B&W, \$1.00 for color, and to keep faxes at \$1.00 – all to be effective July 1 of 2023, seconded by Cullinan.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

Director Sheedy noted that we will start reviewing the Standards for Illinois Public Libraries next month. She noted that the review of these standards ties into our per capita grant. President Vollmer noted that, last year, the board covered a handful of chapters.

Director Sheedy pointed out old pictures, displayed around the room, that were being stored in the backroom and asked the board for suggestions on what to do with them. Board members walked around the room, looking at each of the pictures. Some pictures were disposed of, while other pictures were given away to Oglesby Public Schools, the local historical society, and other individuals/organizations.

EXECUTIVE SESSION

The board did not enter a closed session.

PUBLIC COMMENT

There were no comments from the public during this time.

ADJOURNMENT

Porter motioned to adjourn, Vollmer (Sarah) seconded.

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah)

Motion passed.

MEETING ADJOURNED

Richard Vollmer
President

Austin Cullinan
Secretary