

FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT
Board of Trustees - Regular Session
August 18, 2022

Trustees Present: Teresa Haggstad, Jacqueline Dickow, Kelly Johnson, Lanning Nicoloff, Sue Sevedge, Darci Waltrip.

Absent: R. Michael Scanlan.

Also Present: Sarah K. Flanagan, Library Director; Juan Martinez, Assistant Library Director.

Call to Order: Board President Teresa Haggstad called the Regular Meeting to order at 7:03pm.

Minutes: There was a motion by Board President Haggstad to approve the July 2022 minutes. Mr. Nicoloff so made the motion and it was seconded by Mrs. Sevedge. Motion carried.

Finances: The Vendors' List for August 2022 was presented, noting that three bills would be sent to the Flagg Township office for reimbursement as our lawyer, Kavanaugh & Scully, has submitted their final bill. Grant funds are to be spent by August 31st; more bean bag chairs, rugs, and four charging stations were among the items purchased. Movie licensing, periodicals subscriptions, and Zoo Beam, which allows people to keep track of their reading via an app, were also discussed. Library received its second tax distribution on July 29th for about \$33,000.

A motion was made by Mr. Nicoloff to approve the Vendors' list for August 2022 with Mrs. Dickow seconding. Motion carried.

Unfinished Business: Nothing has changed for the working budget for August. Steve Frank and Dan Tracy Remodeling will be working on our windows soon. ABC Supplies will charge \$1,782.86 for window trims, with the idea that the historic windows will be set in-between two thermal panes with trim all around. It is a job that cannot be started from outside; each of the seven windows will need to be done separately. A time frame for completion is currently not known.

Recognition of Visitors: None

New Business: Bean Stack web site and app (Zoo Beam) can be used by the library to set teen, adult, and children's reading challenges, incentives, track progress and number of pages read, and more. A lot of libraries in our area are using this service. \$2,000 for two years, with setup fee included. Mrs. Haggstad asked Mrs. Flanagan to send information to her for the high school to consider.

Budget and Appropriation Ordinance for last year was about 21%. Mrs. Flanagan, Mr. Martinez, and bookkeeper Marilyn Janssen had contacted our auditor via group discussion to talk about how to go about calculating this year's figure, which may fall around 15-17% depending on certain variables in the formula. We were advised to not go too low, as we don't want to sell ourselves short, but to also not have it at a very high number. The budget would be in September and the levy in November.

Two people were needed to read through the Secretary's Audit and have it signed by August 31st. Mrs. Sevedge and Ms. Waltrip volunteered.

Two weeks ago, our I.T. guy Michael Hoxie had given us notice that he was done and he turned in his keys. He wasn't buying the business from Michael Van Offeren, owner of Stateline Technologies. Mrs. Flanagan had interviewed two potential replacements, 42 TECH Solutions out of Oregon and Entré Computer Solutions from Machesney Park, with another, Cherry Valley Public Library's I.T. guy Joe DiMario, to be interviewed later. Stateline Technologies' bill was not paid in full because it wasn't certain if \$773.50 in fees were for monitoring services that fell on dates beyond August 31st time frame when Mr. Van Offeren said he was done.

Our Collection Development Policy really needs to be updated, as the last one on file was dated July 20, 1990 and was typed! Mrs. Flanagan looked at a number of libraries' policies and preferred the concise 1-page policy of Byron Public Library as a model. Discussion as for why it needed to be updated came about in the midst of public libraries' collections being called into question, particularly for titles such as "Gender Queer" and other LGBTQ materials. Mrs. Flanagan thought that after what happened at Dixon Public Library, the need to address this was clear.

Fall hours were discussed, with the effects of Covid impacting patron patterns and whether there is still a need to be open longer, as 10 AM to 6 PM has been the weekday hours for two years. After discussion, a motion was made by Mrs. Dickow and seconded by Mr. Nicoloff to extend the hours on Mondays and Thursdays to close at 8:30 PM instead of 6 PM. The new hours would begin after Labor Day.

Librarian's Report: Summer Reading was a great success, with lots of positive reviews for our book bags, patches, programs, and goodie bags. The Book Sale will occur on Saturday, August 20th from 10 AM to 4 PM and may be extended through Saturday, August 27th. The library will be in the parade on Sunday, August 21st with the theme of "Through The Years" as it is the Lincoln Highway Heritage Fest's 25th Anniversary. The Senior Center will be having their Oktoberfest on Thursday, October 13th. The library's Halloween Boo Bash date and time will be determined.

The Library participated in National Night Out on Tuesday, August 2nd. Unfortunately, our booth was next to where the police helicopter would be landing and taking off, causing all our items to be blown away and the staff there having to collect it all back. Despite this, people were appreciative of our program, which was coloring flat stones, we called "READING ROCKS", with markers and Sharpies. It was a popular activity.

Adjournment: A motion was made by Mrs. Sevedge and seconded by Mr. Nicoloff to adjourn the meeting at 8:08 pm.

Juan Martinez

Recording Secretary

Approved: 9/15/2022