

**FLAGG-ROCHELLE PUBLIC LIBRARY DISTRICT**  
**Board of Trustees - Regular Session**  
October 22, 2022

**Trustees Present:** Teresa Haggstad, Jacqueline Dickow (via Zoom), Lanning Nicoloff, R. Michael Scanlan, Sue Sevedge, Darci Waltrip.

**Absent:** Kelly Johnson.

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

**Call to Order:** Board President Teresa Haggstad called the Meeting to order at 7:10pm.

**Minutes:** A motion was made by Board President Haggstad to approve the September 2022 minutes. Mr. Nicoloff so made the motion, seconded by Mrs. Sevedge. Motion carried.

**Finances:** The Vendors' List for October 2022 was presented, with Johnson Controls' bill is in regards to maintaining the fire systems and Entré with an \$860.00 charge for our new computer systems' backup battery. A motion was made by Mr. Scanlan and seconded by Ms. Waltrip to approve the Vendors' list for October 2022. Motion carried.

The Monthly Financial Report was presented along with a printout of our Quarterly Report for July – September 2022, which was provided to us by our bookkeeper. The Fourth Distribution Summary was also presented for September, which we will have received almost all tax money for the year at this point.

**Unfinished Business:** Mrs. Flanagan went over our Collection Development Policy, asking Board Members if anything was missing. Mr. Nicoloff was impressed with her work and made some minor suggestions regarding wordage and additions, the most important being to include that the "Decision of the Library Board would be final" so that there would be some termination to any decision made. Ms. Waltrip said that the policy was thorough yet not wordy. A vote to adopt the policy was made by Mr. Nicoloff and seconded by Mrs. Sevedge. However, Mrs. Dickow had said that she'd have to abstain as she never received the policy in order to review it. The document was forwarded to her via email by Mr. Scanlan during the meeting, which was received, and the Board felt that they should rescind the motion now and re-review perhaps at next month's meeting. Mrs. Flanagan was thanked by the Board for her work on the policy.

Election packets were passed out for Library Board for the April 2023 election. They can be submitted between December 12 – 19, 2022 and require 48 signatures, which had increased from the last time. Three four-year term spots would be up for grabs, those occupied by Mr. Nicoloff, Mr. Scanlan, and Mrs. Sevedge. Economic interest statements were to be filled out again.

The Levy would increase by 10.85%, which is more doable in the current economic situation as opposed to 20% from the previous year. The total property tax extension was \$597,269.96 and \$662,100 would be the proposed amount to levy, subject to a hearing. Mr. Nicoloff motioned and Mrs. Sevedge seconded for the adoption of the FY 2022-23 Resolution. A roll call was then held, in which all present had replied "Yea".

Health Insurance was discussed. Per our meeting with Jenna Alderks, our new insurance representative after Joe Meadows' retirement, a 12% increase rate would be seen from last year. Our insurance through Blue Cross Blue Shield would go up from \$1593.38 to \$1,779.71 per month. This was still the best plan for the coverage we receive as it was grandfathered in

from before ACA. Mrs. Dickow motioned to keep the insurance plan and Ms. Waltrip seconded. Motion carried.

**Recognition of Visitors:** None

**New Business:** Our need for a new website was discussed. We had met with Laura Bennett, a representative from Entré's recommendation for a website developer, Trekk out of Rockford. Her proposed estimate for a complete overhaul and redesign of our outdated and clunky site would come to \$20,000 which Mrs. Flanagan pointed out would be covered in our Grant Fund, as we had written a grant for this very purpose. Ms. Waltrip had asked if this was the going rate and Mrs. Flanagan said that Trekk knows the market. There would also be a \$300/month maintenance fee for the site once it's up and running. A new site would enable the library to display its digital offerings – such as Hoopla and Beanstack, an app based reading goal challenge platform launching November 1<sup>st</sup> that allows for custom groups, challenges, and goals and doesn't require having a library cards in order to participate – as well as the ability to keep our information updated, which Mrs. Haggstad pointed out that our old site still has outdated documents on it. Our old site's interface is nearly impossible to use and uploading new information is cumbersome at best. A motion to have Trekk do our website was made by Mrs. Dickow and seconded by Mrs. Sevedge. Motion passed.

Election Day is November 8, 2022 and the Board will have to decide whether to be open or closed in the future for this new federal holiday. Mrs. Dickow thought to stay open since we are also open on Veteran's Day and this is not a polling place. Mrs. Haggstad thought that vote(r)-oriented books and other materials could be displayed for patrons. Mrs. Flanagan offered the thought that we could always have a program or even a movie that'd fit the theme. No decision was officially made.

**Librarian's Report:** Budget Ordinance was posted in the local paper, an expensive publication as it is a full page ad. Our Boo Bash Spooktacular would be on Friday, October 28th from 6 – 8 PM. There'll be crafts, games, a movie, costume parade, and more and the staff will dress up as characters from Charles Shultz' Peanuts. Our hay bale was decorated in "It's The Great Pumpkin, Charlie Brown" pumpkin with a carnival style billboard with spaces for patrons to take selfies as their favorite Peanuts characters; unfortunately, our hay bale was vandalized but staff was able to paint over the black spray paint. There are now three Senior Computer classes held at the Senior Center taught by Mrs. Flanagan. They also recently had their Oktoberfest celebration with The Mike Schneider Polka Band, a group that the library has used for various library programming events for years. Rochelle's Annual Hay Day Festival was held downtown on Saturday, October 15th with the library participating by offering treat bags. Plans for the Christmas Walk are underway, with one idea being that kids can pick up kits to make cards for seniors at Liberty Village who may not have anyone to send them cards. They'd need to be turned in by December 16th.

**Adjournment:** A motion was made by Ms. Waltrip and seconded by Mrs. Sevedge to adjourn the meeting at 8:03 pm.

Juan Martinez

Recording Secretary

Approved: 11/17/2022