Hinckley Public Library District

Board of Trustees Meeting Minutes  
February 11, 2019

At 7:00 pm, Karen Yaggie called the meeting to order. Amie Carey, Kari McMurtrie, Arlen Carls, and Tom Lang were present. Carol Kohler and Kathy Dienhart were absent.

Approval of Minutes

The minutes from the January 14th, 2018 meeting were approved as presented.

Comments from the Public

No comments from the Public.

Secretary’s Report

No correspondence.

Treasurer’s Report

The library is at 93.4% on income, and spending is at 55.8%. This is good for the remainder of the fiscal year.

The board reviewed the 6-month treasurer’s report from July – December 2018. A motion was made by Amie and seconded by Arlen to approve the 6-month treasurer’s report. It passed unanimously on a roll call vote.

Approval and Payment of Bills

A motion was made by Arlen and seconded by Amie to accept the financial statements and pay the necessary bills. It passed unanimously on a roll call vote.

Director’s Report

RAILS is launching their museum pass project April 1st. “Explore More Illinois” will be free to libraries and offer discounts at museums throughout the state. Currently mostly smaller museums, societies, and park districts are participating. RAILS is working on updating membership standards that would go into effect next year. They are putting out surveys to libraries to complete and see how they fit into the draft standards before making them mandatory next year.  
  
“The House with a Clock on Its Walls” was run, with additional warnings put on Facebook and on the door prior to the movie starting. No other complaints were voiced, and the audience was middle school boys. 10 people attended and appeared to enjoy the movie.  
  
Rylie contacted PrairieCat about the low renewal numbers that have been observed over the last few months. They confirmed that something was wrong with the statistics due to the calculation being changed on the online catalog. It is now fixed.   
  
On February 2nd, at least $12 was stolen from the donation jar on the desk. Now procedures include removing the money each day.   
  
Try It Club is still growing. 13 attended the February meeting. String art will be done in March. The new Grinch movie will be shown on Presidents’ Day. The first Adulting 101 class is February 22nd – “Before you call the handyman.” Drink & Dabble will begin again in March.

Hinckley patrons have checked out 172 items from OverDrive (up from 132) and 18 from eRead Illinois (up from 8) in the past month.

Youth Services Report

4 story times were held in January with a total attendance of 73. Paint with water was very popular with 24 kids participating in just that!

With the cold, an indoor picnic was held complete with snacks and stories.

A large container of hand puppets was rediscovered and the kids enjoyed playing with them and having a puppet read a story. February 8th, we’re joining with the Parks & Recreation program for valentine crafts, as well as some cookies to enjoy.

Library Statistics

Checkouts and Renewals have decreased from last year to this year. With PrairieCat fixing the problem from the renewal statistics, the correct numbers should be available soon. Computer usage has increased.

Friends of the Library

The Friends currently have $1,320.97. They had an income of $26.00 from book sales and $10.00 from shirt sales.

Unfinished Business

The strategic plan was tabled.

New Business

Statements of Economic Interest will be mailed to the board and library director’s homes. They will need to be completed and mailed back, due by April 30th. These are required for anybody who held a position in 2018.  
  
The board reviewed the Interlibrary Loan Policy, which is the oldest current policy that has not been updated in a while. Every policy needs to be gone through every few years to make any changes or updates. A motion was made by Kari and seconded by Amie to adopt the revised ILL Policy. It passed unanimously on a roll call vote.  
  
The board reviewed the Job Descriptions and agreed to add “other duties as assigned” to all job descriptions. A motion was made by Amie and seconded by Kari to accept the position description for the Library Director as revised. It passed unanimously on a roll call vote.   
  
The board discussed E-rate and Internet Filtering. Rylie looked into it and started the process. According to the tech guys, it would be beneficial and can save up to 50% off of internet and equipment. Now have equipment that will allow filtering to be done that was not able to previously. Working with tech guys to complete application. Filtering is based on words, which in some cases can be a negative. However, there is the option to turn off the filter if someone approached about it. There doesn’t have to be a lot of strict specific filtering, and there is not a minimum amount of words filtered.

Other Business

Logan is being trained to do some cataloging. He took a class, will train with Bonnie for a while, and then will take the bar code test to be an official cataloger. Currently, Bonnie is the only one able to do this and someone will be needed to fill in and take some of the work load when she is out on medical leave, possibly in the next month. Logan has availability to take on more hours and is local.

At 7:32 pm, Karen Yaggie adjourned the meeting.