

Oglesby Public Library Board of Trustees
Regular Meeting Minutes

September 25, 2023

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

ROLL CALL

President Vollmer called the August 28, 2023, meeting of the Oglesby Public Library Board of Trustees to order at 6:30pm.

Members present: Clinard, Cullinan, Porter, Vollmer (Rich), and Watson

Members absent: Engel and Vollmer (Sarah)

Guests present: No guests were present at this meeting.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

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

APPROVAL OF MINUTES

Watson motioned to approve the minutes from the August 28, 2023, regular meeting.

MONTHLY BILLS

Clinard motioned to approve and place on file the monthly bills, Porter seconded.

AYE: Clinard, Cullinan, Porter, and Watson

Motion passed.

REPORTS

President Vollmer noted that the estimate of \$195 for P&D to “look at our sign” was inaccurate and that the actual number is \$175.

Porter motioned to place on file the amendment President’s report.

Treasurer Clinard noted some minor discrepancies between her and Elaine on finances and indicated that she would sit down with her soon to figure out the origin of said discrepancies.

Watson motioned to approve and place on file the Treasurer’s report.

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

COMMITTEE REPORTS

There were no reports from standing committees.

CORRESPONDENCE

There were no correspondence items.

UNFINISHED BUSINESS

President Vollmer noted he received numbers on how much revenue the library has lost as a result of TIFs. The board discussed various issues related to TIFs, such as whether any TIFs were still in place from when the board's intergovernmental agreement with the city was put in place. Treasurer Clinard voiced her support for making the library whole as a TIF is expanded. Vollmer shared some details about his conversations with Mayor Curran regarding the existing intergovernmental agreement. Trustees discussed how to approach the city on the issue of renewing the intergovernmental agreement. Discussion as to what the library wanted to offer the city ensued. President Vollmer voiced his support for the city paying utilities and doing snow removal/lawn mowing. There was some discussion as to how long a new intergovernmental agreement should last. Treasurer Clinard indicated that the library needs to find ways to raise revenue, as it can't keep expecting the city to pay for utilities if it is its own taxing district. There was some discussion about increasing the tax levy. Watson, Clinard, and Cullinan discussed the difference between municipal libraries and library districts. President Vollmer said he would extend an invitation to the mayor and a commissioner to come to the October board meeting.

There was discussion about the need for a new logo. The average cost would be \$250. Cullinan inquired about getting public input for the logo and tying it to the library's mission statement. Director Sheedy noted the mission statement needs to be redone. Trustees discussed alternative ways to get a logo and potential uses of a new logo.

The board received a quote from John's Service and Sales to replace 8 faucet shut off valves, as if something would happen to the sinks, the water would not be able to be turned off unless the main water supply in the library was turned off. The quote was \$980. Watson voiced her support for maintaining building infrastructure, but Treasurer Clinard asked if this was more something for the building and grounds committee to review. President Vollmer indicated that the building and grounds committee put together a prioritized list of building needs to be presented at the next meeting.

ChemDry quoted the library \$776 for carpet cleaning and \$900 for tile and stone cleaning – for a total of \$1676. President Vollmer noted that the board would need to revisit this issue in the spring.

Director Sheedy spoke about e-rate funding – specifically about consultant David Goldstein who would apply for e-rate funding on our behalf. E-rate funding could prove beneficial for the library, as the library would receive an 80% return on internet billing minus the consultant fee with a projected savings of \$1200 a year. The library would be also eligible for Category II expenditures of approximately \$35,000 for the rest of the funding cycle.

Clinard made a motion to enter into an agreement with David Goldstein to apply for e-rate funding on behalf of the library, Cullinan seconded.

AYE: Clinard, Cullinan, Porter, Watson

President Vollmer noted that we received a handicap sign, but that we would wait for spring to paint so that the salt would eat what we have.

There was discussion about a holiday event where children would be able to purchase inexpensive gifts for their families, which would be sold at a markup and thus benefit the library. Director Sheedy noted her need for volunteers. Watson suggested a markup of 10 percent.

Cullinan motioned to hold the event and charge a 10 percent markup on sold items, Watson seconded.

AYE: Clinard, Cullinan, Porter, Watson

Porter motioned to approve the library's budget and appropriation ordinance, Watson seconded.

AYE: Clinard, Cullinan, Porter, Watson

Rich Watts said our current sign is starting to pull away from our wall. President Vollmer talked with others and determined we should explore replacing the sign. President Vollmer received a quote of \$290 for the sign alone, however, it would not be backlit, therefore lights would have to be purchased. He suggested getting prices from Menards or Springfield Electric. Treasurer Clinard asked for President Vollmer to get us a final product for the next meeting.

Director Sheedy noted that we are only using free antivirus software at the moment, but that Mark Karlosky suggested something more robust. He suggested 10 licenses of VIPRE antivirus software at the cost of \$99.99/year. He also suggested purchasing an APC UPS backup at \$135, excluding the cost of labor.

Clinard motioned to make the purchases recommended by Karlosky, Porter seconded.

AYE: Clinard, Cullinan, Porter Watson

Director Sheedy noted that Elaine completed going through sick time use records and told her that there were some inconsistencies in Quickbooks. She told Director Sheedy that she would want board approval before manually editing sick time balances in Quickbooks.

Watson motioned to correct sick time, Porter seconded.

AYE: Clinard, Cullinan, Porter, Watson

President Vollmer got a letter in the mail for his business about needing to sign up for Illinois Secure Choice and wondered if that applied for the library, but it does not as we are part of IMRF.

Director Sheedy noted we are moving in the right direction with standards, but that she was unsure about where we stood on compliance with all state and federal laws – indicating that we would have to comb through them as we go through our policies.

Director Sheedy also noted that she is working on job descriptions for everyone and that, at the current moment, we do not have a salary schedule.

EXECUTIVE SESSION

The board did not go into closed session.

PUBLIC COMMENT

There were no comments from the public during this time.

ADJOURNMENT

Porter motioned to adjourn at 8:15, Watson seconded.

AYE: Clinard, Cullinan, Porter, Watson

Motion passed.

MEETING ADJOURNED

Richard Vollmer
President

Austin Cullinan
Secretary