Minutes of April 13, 2016

Meeting of the Board of Trustees

Cortland Community Library

Present: Mary Benson, John Francisco, Victoria Haier, Marie Kornischuk

Also present: Barb Coward

Absent: Martha Carter, Harlan Hawkins & Ryan Hilligoss

The meeting was called to order by Vice President Victoria Haier at 7:20.

Marie Kornischuk moved and Mary Benson seconded approval of the minutes. All approved.

After discussion John Francisco moved and Marie Kornischuk seconded approval of the Treasurer's Report and March Expenditures. All approved by voice vote.

In the absence of Ryan Hilligoss the patron survey discussion was tabled.

The Librarian's Report was read and discussed.

Victoria Haier will facilitate a Friends meeting in August. Summer Reading will be centered on our own "Bingo" theme, saving costs.

The addition to our Unattended Children policy was discussed. Victoria Haier moved, seconded by John Francisco, that we add these statements to the policy.

All approved.

The proposal from Sikich for our annual audit was approved; Marie Kornischuk moved and John Francisco seconded . All approved.

The Tentative FY2016-2017 Budget was discussed. Changes will be made after the end of the fiscal year to allow for carryover in specific line items.

Victoria Haier moved, with Mary Benson seconding, our participation in Reciprocal Borrowing within Illinois. All approved.

Victoria Haier moved, seconded by Marie Kornischuk, that we continue using the "Tax Bill Method" for any ono-resident library cards we issue in FY 2016-2017.

All approved by voice vote.

Mr. Francisco handed in a letter or resignation, which will be added to the May 2016 agenda. He was thanked for his generous service to Cortland Library.

Victoria Haier moved to adjourn, seconded by Mary Benson. All approved.

The meeting adjourned at 8:10 pm.

Respectfully submitted

Barb Coward

Cortland Community Library
63 S Somonauk Road
Cortland, IL 60112
Board of Trustees Meeting
March 16, 2016

Present: Mary Benson, Martha Carter, Harlan Hawkins, Victoria Haier* and Marie Kornischuk. Also present Barb Coward.
Absent: John Francisco and Ryan Hilligoss.

The meeting was called to order by President Harlan Hawkins at 7:07. Minutes of February 17 were read and discussed. Mary Benson moved to approve the minutes; seconded by Martha Carter. All approved.

Treasurer's reports and expenditures were discussed. Marie Kornischuk moved to approve these reports. A second was made by Martha Carter. Voice vote taken and all approved.

The librarian's report was read and Board training at Hinckley library was discussed. Mrs. Haier plans to attend.

There were no citizens in attendance.

The patron survey was mentioned as a way to make patrons aware of what we offer AND to assess which services are used.

A possible Friends Group was discussed. Barb Coward will contact Kim Dettman to brainstorm about this topic. Victoria Haier will bring more of her ideas to the next meeting.

The forthcoming bird/butterfly garden in memory of Mary Aldis was discussed as a possible project for the friends. That led to discussion of Monarch plots and plants to support them.

Library policy discussion was postponed until an email is answered by a director's list-serve.

Because Trustees will be out of town or unable to attend the scheduled April 20th meeting, the April meeting was moved to April 13 at 7:15. This later start will allow the tutuoring program to clear out of the back room before the Board meeting begins.

Harlan Hawkins moved to adjourn at 8:05. Marie Kornischuk seconded that motion. All approved and the meeting adjourned.

Respectfully submitted
Barb Coward

*Revised and approved at the April 13, 2016 meeting of the Cortland Community Library Board

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
February 17, 2016

Secretary Hilligoss called the meeting to order at 7:05. Shown present were Marie Kornischuk, Ryan Hilligoss, Martha Carter and Mary Benson. Absent were Harlan Hawkins, John Francisco and Victoria Haier. Also present was Heather Black.

Minutes of January 20, 2016 were read and discussed. Mary Benson moved that the minutes be approved as corrected. Marie Kornischuk seconded. All present approved.

The Expense Report and Treasurer's Report for the month ending January 30, 2016 was submitted for review and approval. Ms.Benson motioned and Ms.Carter seconded to accept the report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Kornischuk, and Carter.
Nays: none
4-yea, 0-nay, 3 absent. Motion carried.

The Librarian's report for January 2016 was read and discussed.

Old Business

Hearing of citizens: None

Discussion of patron survey & questions for survey: Discussed types of questions to ask such as what are we doing right, what could we do better, with proper funding, programming suggestions, specific question re teenagers, what would you like to see offered at the library, etc. Penny for your thoughts, box at front desk and staff to hand out survey. Discussed starting Homework Help program week of February 22, 2016. Ryan to come up with 10 question ideas and include with minutes for next board meeting.

Friends Group: Tabled until next meeting as Ms.Haier suggested as discussion point.

New Business

Mary Aldis Memorial Foundation: Designated library for memorial fund, $350 so far but final accounting still in process. Plaque to be made and displayed in library as well as memorial garden on south side of library.

Adjournment

Mr.Hilligoss moved to adjourn and Ms. Benson seconded the motion. All approved. The meeting adjourned at 8:01pm.

Respectfully submitted
Ryan Hilligoss

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
January 20, 2016

President Harlan Hawkins called the meeting to order at 7:05. Shown present were Harlan Hawkins, Victoria Haier, Ryan Hilligoss, Martha Carter and Mary Benson. Absent were John Francisco and Marie Kornischuk. Also present were Heather Black and Valerie Kramer.

Minutes of November 18, 2015 were read and discussed. Victoria Haier moved that the minutes be approved as corrected. Mary Benson seconded. All present approved.

The Expense Report and Treasurer's Report for the month ending November, 2015 was submitted for review and approval. Ms.Kramer explained differences in cash basis and accrual basis of accounting and how that effects differences in amounts between the income statement and the Profit & Loss statement. Ms.Benson motioned and Ms.Haier seconded to accept the report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Hawkins, and Carter.
Nays: none
5-yea, 0-nay, 2 absent. Motion carried.

The Expense Report and Treasurer's Report for the month ending November, 2015 was submitted for review and approval. Mr.Hawkins motioned and Ms.Benson seconded to accept the report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Hawkins, and Carter.
Nays: none
5-yea, 0-nay, 2 absent. Motion carried.

The Librarian's report for December 2015 was read and discussed.

Old Business

Hearing of citizens: None

DCNP Workshop: No dates or details known yet on 2016 events. Will be discussed at the next meeting.

RAILS Trustee Training: Courses are available to be taken on line. Ms.Black to email trustees with courses available for self-study. Trustees to schedule and handle as their schedules allow.

Community Survey: Will add to agenda for February's trustee meeting and trustees will discuss the questions to ask on a survey and begin developing a paper survey to be placed at the checkout counter along with a box to place them in.

New Business

Approval of Library "Closed" Date: Reviewed list of closure dates including major holidays. Ms.Benson motioned, Mr.Hilligoss seconded. Unanimous vote.

Policies For Review: none to be reviewed or addressed at this time.

Library Programs Discussion: none to be reviewed or addressed at this time.

Adjournment

Mr.hilligoss moved to adjourn and Ms. Benson seconded the motion. All approved. The meeting adjourned at 8:20pm.

Respectfully submitted
Ryan Hilligoss

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
November 18, 2015

President Harlan Hawkins called the meeting to order at 7:03. Shown present were Harlan Hawkins, Victoria Haier, Marie Kornischuk, and Mary Benson. Absent were Ryan Hilligoss, John Francisco and Martha Carter. Also present was Barb Coward.

Minutes of October 21, 2015 were read and discussed. A small scrivener's error was noted. Victoria Haier moved that the minutes be approved as corrected. Marie Kornischuk seconded. All present approved.

The Expense Report and Treasurer's Report for the month ending October, 2015 was submitted for review and approval. Some questions were raised and the Board tabled approval until next meeting, so that Mrs. Kramer could verify the information.

The Librarian's report for October 2015 was read and discussed.

Old Business

Hearing of citizens: None

DCNP Workshop: It was noted that our Board members have been unable to attend DCNP workshops, due to the fact that many of our Board member are employed and working when the workshops were scheduled.

Community Survey: Further discussion of a possible patron survey and the questions to ask will continue at the next meeting.

New Business

Investment Policy: Harlan Hawkins moved, seconded by Mary Benson, that we officially approve the "Investment Policy" for Cortland Library. This is the same policy followed by the Town of Cortland. Voice vote: Mary Benson, yes; Victoria Haier, yes; Harlan Hawkins, yes and Marie Kornischuk, yes.

Prairie Cat Assembly: Information from the October 28th Prairie- Cat Delegates Assembly was included in a chart in the Librarian's Report. These statistics compared Cortland Library to other area libraries as far as collection size, hours open, and checkout activity.

2016 Library Board Meeting Dates: Marie Kornischuk moved to approve the list of 2016 Library Board Meeting Dates. Mary Benson seconded and all approved.

December Board Meetings: Mrs. Coward suggested that there be no Board Meeting in December and all present indicated approval

Next Library Board Meeting: The next Library Board Meeting will be January 20th, 2016.

Adjournment

Ms. Haier moved to adjourn and Ms. Kornischuk seconded the motion. All approved. The meeting adjourned at 7:50pm.

Respectfully submitted
Barb Coward

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
August 20, 2015

President Pro Tem Haier called the meeting to order at 7:00. Shown present were Victoria Haier, Ryan Hilligoss, John Francisco and Mary Benson. Absent were Harlan Hawkins, Marta Carter and Marie Kornischuk. Also present was Barb Coward.

Minutes of July 15, 2015 were read and discussed. Ms.Benson moved to accept the minutes as written, seconded by Mr.Hilligoss. Unanimous voice vote.

The Expense Report and Treasurer's Report for the month ending July 30, 2015 was submitted for review and approval. Mr.Francisco moved and Mr.Hilligoss seconded a motion to accept the expense report and approve the treasurer's report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, and Francisco.
Nays: none
Absent: Mr.Hawkins, Ms.Carter and Ms.Kornischuk
4-yea, 0-nay, 3 absent. Motion carried.

The Librarian's report for July 2015were read and discussed. Board discussed the success of the Cortland Summer Fest library activities including the bounce house, kids' activities as well as concerns with lack of volunteers and communication issues with the festival committee. Ms. Benson moved and Ms.Haier seconded to accept the reports as presented. Unanimous voice vote.

Old Business

Hearing of citizens- none

Librarians Working Together- No Cortland rep attended the August meeting. Next meeting will be held September 23 at 8:00am. October 15 meeting will cover legal challenges for libraries at 7:00pm.

Summer Reading Program: 2015 program had 411 participants which was a 10% increase over 2014 and was very successful.

1,000 Books Before Kindergarten: Prizes will be given out for every 100 books read. Program started at the end of May and will be a continuous program. 49 preschoolers have registered to this point.

Policies and Procedures: Tabled for next meeting.

Cortland Summer Fest: Discussed successes of the library's involvement with the summer festival and ideas for next year including the possibility of not participating in 2016 unless the library is given some financial support from the festival committee.

Grant Report: Applications for Dollar General and Dekalb County Community Foundation grants in process.

Dekalb County Non-Profit Partnership: Mary Benson attended the Dekalb County Nonprofit Day on July 29, 2015 representing the Cortland Library and the meeting covered diverse topics such as diversity, investing in infrastructure and producing videos for non-profit agencies.

New Business

Per Capita Grant Requirements: Tabled for next meeting

Building Improvements: The entry way flooring was replaced by Cortland Flooring. Invoice for services has not been presented and may be a charitable write off for the vendor. Carpets in the building need to be cleaned further.

Staffing Report: Chrissy Donnely has been out due to double knee replacement surgeries and will be returning October 1. Her shifts have been spread out amongst the other staff members with no issues to date.

Fundraising: Marie Kornischuk purchased a nice quilt and donated it to the library as a fundraiser. The board agreed the best way to raise money might be an ebay auction. Ms.Haier volunteered to handle the sale through ebay but we need to obtain a good description of the item as well as a rough value for sale purposes.

Board concerns: Board member Francisco voiced concerns about the effectiveness and quality input of the library board and is considering resigning. Mr.Francisco has checked out information on Illinois SOS Library board and roles of the library board and its members. Ms.Haier suggested we select 1-2 ideas to discuss at the next month's meeting

and place on the agenda for that month. Items we would like to discuss are a possible approval process for expenditures outside of primary expenses such as books and furniture, the future of the library and the board, emergency spending account.

Adjournment

Ms.Haier moved and Ms.Benson seconded a motion for adjournment, Unanimous voice vote carried the motion. The meeting adjourned at 8:45pm.

Respectfully submitted
Ryan Hilligoss

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
September 16, 2015

President Pro Tem Haier called the meeting to order at 7:01. Shown present were Victoria Haier, Ryan Hilligoss, John Francisco, Marie Kornischuk, Martha Carter and Mary Benson. Absent was Harlan Hawkins. Also present was Barb Coward.

Minutes of August 20, 2015 were read and discussed. Ms.Benson moved to accept the minutes as written, seconded by Mr.Hilligoss. Unanimous voice vote.

The Expense Report and Treasurer's Report for the month ending August 31, 2015 was submitted for review and approval. Mr.Francisco moved and Mr.Hilligoss seconded a motion to accept the expense report and approve the treasurer's report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Carter, Kornischuk and Francisco.
Nays: none
Absent: Mr.Hawkins
6-yea, 0-nay, 1 absent. Motion carried.

The Librarian's report for August 2015 was read and discussed. Board discussed Jessie Kramer leaving the library on full time basis, her going away party on September 18 and he possibly working on occasional weekends or volunteer basis.

Old Business

Hearing of citizens- none

DCNP Trustee Workshop- To be held September 23 at 8:00am but no trustees can attend due to work.

New Business

Budget 2016-2017: Discussed this as a preliminary budget including possibly not being awarded the Dollar General Grant and the per capita grant. Mr.Francisco made motion to approve and Ms.Carter seconded.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Carter, Kornischuk and Francisco.
Nays: none
Absent: Mr.Hawkins
6-yea, 0-nay, 1 absent. Motion carried.

Levy for FY 2016-2017: Discussed the levy amount in detail and suggested $220,000. Ms.Benson made a motion and Mr.Hilligoss seconded.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Carter, Kornischuk and Francisco.
Nays: none
Absent: Mr.Hawkins
6-yea, 0-nay, 1 absent. Motion carried.

Building and Maintenance Operation Fund: The board discussed the levy of the Building and Maintenance Fund at under .0002 or 2% maximum, $5,000. Ms.Benson motioned and Mr.Francisco seconded.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Carter, Kornischuk and Francisco.
Nays: none
Absent: Mr.Hawkins
6-yea, 0-nay, 1 absent. Motion carried.

Policies for Discussion:

A) **Spending limits for non-budgeted items:** Discussion resulted from pony ride and petting zoo exhibits at this year's Summer Fest and miscommunication on our discussion at the prior meeting. Decided we do not need to make any adjustments to this and is really a non-issue. No action needed.
B) Board discussed and approved placing $5,000 in a "rainy day" account. Unanimous approval.

Future of the library discussion and planning: Discussed a need for a 5 year plan regarding planning for programs, director succession, and policy and procedure creation. Discussed taking a survey of patrons on programming, books, etc that they would like to see, survey monkey and paper form. We will discuss at the next meeting on questions to ask and details.

Miscellaneous: Board discussed future involvement of the library, staff, and board in Summer Fest. Mr.Francisco is now on the Summer Fest committee as a liaison and will discuss the idea of them taking over the kids' festival which would then handle any planning and costs and the library staff could then volunteer for stations. Trustee duties were discussed such as planning and annual director's review. Board members will review information passed out and discuss at the next meeting.

Adjournment

Ms.Haier moved and Ms.Benson seconded a motion for adjournment, Unanimous voice vote carried the motion. The meeting adjourned at 8:29pm.

Respectfully submitted
Ryan Hilligoss

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
October 21, 2015

President Harlan Hawkins called the meeting to order at 7:01. Shown present were Harlan Hawkins, Victoria Haier, Ryan Hilligoss, Marie Kornischuk, and Mary Benson. Absent were John Francisco and Martha Carter. Also present was Barb Coward.

Minutes of September 16, 2015 were read and discussed. Ms.Benson moved to accept the minutes as written, seconded by Mr.Hilligoss. Unanimous voice vote.

The Expense Report and Treasurer's Report for the month ending September 30, 2015 was submitted for review and approval. Ms. Benson moved and Mr.Hilligoss seconded a motion to accept the expense report and approve the treasurer's report as presented.
Roll call vote:
Yea: Trustees Benson, Hilligoss, Haier, Hawkins, and Kornischuk.
Nays: none
5-yea, 0-nay, 2 absent. Motion carried.

The Librarian's report for September 2015 was read and discussed. Ms.Coward discussed the recent water loss caused by a worn hot water heater that had been occurring over a length of time. After State Farm was contacted, ServePro was involved to handle the mitigation control and partial cleanup. Cortland Flooring replaced the damaged flooring and baseboards in the men's bathroom and Dan Black and Dan Bryant replaced drywall and shelving.

Old Business

Hearing of citizens: None

DCCF Trustee Workshop: To be held November 12 at 6:00pm and will cover library board trustee training.

Future of the Library Discussion and Planning: Tabled until next meeting.

New Business

Report of Water Heater Loss: See above comments in Librarian's Report section.

Duties of Library Board Trustees: Reviewed in general the role of a library trustee regarding reviewing monthly financial statements and approving the annual budget and treasurer's reports as well as reviewing the monthly librarian's report on circulation and patron count information.

Policy Suggestions and Guidelines: Tabled until next meeting.

Community Survey: Discussed possibly surveying the library patrons and the community in general for feedback regarding programs, services, books and any other idea that patrons or possible patrons might want to see at the library. Discussed using Survey Monkey to send an electronic survey to email addresses in our patron database. Also discussed putting paper copies of a survey near the checkout desk for patrons to fill out by hand and place in a receptacle after which the data would be reviewed and analyzed for possible suggestions and improvements.

ILA Convention: Annual meeting to be held during the weekend of October 24-25.

Adjournment

Mr. Hilligoss moved and Ms.Benson seconded a motion for adjournment, Unanimous voice vote carried the motion. The meeting adjourned at 8:05pm.

Respectfully submitted
Ryan Hilligoss

Cortland Community Library
63 S Somonauk Road
Cortland, IL 60112
Board of Trustees Meeting
March 16, 2016

Present: Mary Benson, Martha Carter, Harlan Hawkins, Victoria Haier* and Marie Kornischuk. Also present Barb Coward.
Absent: John Francisco and Ryan Hilligoss.

The meeting was called to order by President Harlan Hawkins at 7:07. Minutes of February 17 were read and discussed. Mary Benson moved to approve the minutes; seconded by Martha Carter. All approved.

Treasurer's reports and expenditures were discussed. Marie Kornischuk moved to approve these reports. A second was made by Martha Carter. Voice vote taken and all approved.

The librarian's report was read and Board training at Hinckley library was discussed. Mrs. Haier plans to attend.

There were no citizens in attendance.

The patron survey was mentioned as a way to make patrons aware of what we offer AND to assess which services are used.

A possible Friends Group was discussed. Barb Coward will contact Kim Dettman to brainstorm about this topic. Victoria Haier will bring more of her ideas to the next meeting.

The forthcoming bird/butterfly garden in memory of Mary Aldis was discussed as a possible project for the friends. That led to discussion of Monarch plots and plants to support them.

Library policy discussion was postponed until an email is answered by a director's list-serve.

Because Trustees will be out of town or unable to attend the scheduled April 20th meeting, the April meeting was moved to April 13 at 7:15. This later start will allow the tutuoring program to clear out of the back room before the Board meeting begins.

Harlan Hawkins moved to adjourn at 8:05. Marie Kornischuk seconded that motion. All approved and the meeting adjourned.

Respectfully submitted
Barb Coward

*Revised and approved at the April 13, 2016 meeting of the Cortland Community Library Board

Cortland Community Library
63 S Somonauk Road
Cortland, Il 60112
Board of Trustees Meeting
November 18, 2015

President Harlan Hawkins called the meeting to order at 7:03. Shown present were Harlan Hawkins, Victoria Haier, Marie Kornischuk, and Mary Benson. Absent were Ryan Hilligoss, John Francisco and Martha Carter. Also present was Barb Coward.

Minutes of October 21, 2015 were read and discussed. A small scrivener's error was noted. Victoria Haier moved that the minutes be approved as corrected. Marie Kornischuk seconded. All present approved.

The Expense Report and Treasurer's Report for the month ending October, 2015 was submitted for review and approval. Some questions were raised and the Board tabled approval until next meeting, so that Mrs. Kramer could verify the information.

The Librarian's report for October 2015 was read and discussed.

Old Business

Hearing of citizens: None

DCNP Workshop: It was noted that our Board members have been unable to attend DCNP workshops, due to the fact that many of our Board member are employed and working when the workshops were scheduled.

Community Survey: Further discussion of a possible patron survey and the questions to ask will continue at the next meeting.

New Business

Investment Policy: Harlan Hawkins moved, seconded by Mary Benson, that we officially approve the "Investment Policy" for Cortland Library. This is the same policy followed by the Town of Cortland. Voice vote: Mary Benson, yes; Victoria Haier, yes; Harlan Hawkins, yes and Marie Kornischuk, yes.

Prairie Cat Assembly: Information from the October 28th Prairie- Cat Delegates Assembly was included in a chart in the Librarian's Report. These statistics compared Cortland Library to other area libraries as far as collection size, hours open, and checkout activity.

2016 Library Board Meeting Dates: Marie Kornischuk moved to approve the list of 2016 Library Board Meeting Dates. Mary Benson seconded and all approved.

December Board Meetings: Mrs. Coward suggested that there be no Board Meeting in December and all present indicated approval

Next Library Board Meeting: The next Library Board Meeting will be January 20th, 2016.

Adjournment

Ms. Haier moved to adjourn and Ms. Kornischuk seconded the motion. All approved. The meeting adjourned at 7:50pm.

Respectfully submitted
Barb Coward