CORTLAND LIBRARY BOARD

Meeting Minutes

August 21, 2019

Present: Mary Benson, Rich Bliss, Barb Coward, Ashley Hartness, Marie Kornischuk, Judy Olsen, Sharon Urban

Absent: None

Minutes from May 15 meeting and June 4 unofficial meeting reviewed, approved and accepted by voice vote.

Motion: Mary Benson 2nd: Rich Bliss

TREASURER'S REPORT

- Report for May reviewed and approved by voice vote.
  - Motion: Rich Bliss 2nd: Judy Olsen

LIBRARIAN'S REPORT

- Report for May reviewed and discussed.
- Summer reading was busy. 531 people including children and adults (318 under the age of 10). The completion of bingo sheets was about 30%, which is normal. Those who completed will receive a free pass to the Sycamore Theater.
- June and July patron usage was down from previous year (under 5000 which has been the previous standard).

OLD BUSINESS

- No citizens present to address the board.
- Friends of the Library- Ashley Hartness continues to promote the library
  - A new handout will be available in September for community members.
- Per Capita Requirements for Board (Trustees Continuing Education)-reviewed handout.
- Budget review (FY2019-2020)-discussion was held on the revised budget. Motion made and approved by voice vote.
  - Motion: Ashley Hartness 2nd: Sharon Urban
- A discussion of the Genoa Trustees meeting was held highlighting some of the talking points.

NEW BUSINESS

- Review of annual report to Town of Cortland.
- Fundraisers at Summer Fest-were successful.
- Audit is in progress
- Non-resident card lottery in cooperation with the school district-Heather is asking for library fees to be waived for five residents living outside of taxing district to be able to use the library facilities for one year. As requests grow-could go to a lottery drawing. The DeKalb librarian is working with the school district to allow those students who live outside of a library taxing district to be able to use the library in exchange for some compensation from the district.
  Motion made for the Board to approve 5 non-resident cards for families on a first come first served basis. Approved by voice vote.

- Motion: Judy Olsen 2nd: Marie Kornischuk

- ILA-Meeting in October in Tinley Park. Barb Coward may attend on a part time basis.
- Day & time change-A discussion was held concerning possible day and/or time change of the Board meeting. It was decided to keep the current schedule-3rd Wednesday at 7:00pm.
- Trustees OMA requirement-every Trustee needs to complete.
- Barb Coward attended the DeKalb County Community Foundation Non-profit Day.
- Libraries Working Together will be meeting at the Cortland Library on Friday, September 13th.

Meeting adjourned at 8:25pm by President Marie Kornischuk

- Motion: Mary Benson 2nd: Ashley Hartness

Respectfully submitted,

Judy Olsen

CORTLAND LIBRARY BOARD

Meeting Minutes

September 18, 2019

Present: Mary Benson, Barb Coward, Ashley Hartness, Marie Kornishuk, Judy Olsen, Sharon Urban

Absent: Rick Bliss

Meeting called to order at 7:03 pm by Marie Kornishuk

Approval of agenda for September 18, 2019 meeting;

Motion: Judy Olsen 2nd: Sharon Urban

Minutes for the August meeting reviewed and approved by voice vote.

Motion: Mary Benson 2nd: Sharon Urban

TREASURER'S REPORT

- No report available to be reviewed.

LIBRARIAN'S REPORT

- At the upcoming October staff meeting, the director of the DeKalb Library, Emily Faulkner, will discuss an intergovernmental agreement with the school district for nonresidents to receive library cards.
- Per Capita Grant requirement review of serving the public-discussion held at staff meeting. The staff felt no handbook is needed because there is an ongoing process.
- The staff shared long range ideas including:
  - Shelving in several areas
  - Upgrading lighting and wiring
  - New flooring and seating
  - Additional standing computer desk plus scheduled upgrades
- The staff has been encouraged to promote the Fall Festival after the parade and the activities in which the library will be participating.

OLD BUSINESS

- No citizens present to address the board.
- Friends of the library-no discussion
- Per Capita Requirements for the Board-There will be Trustee Training October 26th at 10am in Hinkley discussing financial aspects along with other topics.

NEW BUSINESS

- Fund raising ideas are being explored for the Fall Festival also for new lounge furniture.
- Tentative levy-A tentative levy for $237,900 will be submitted to the town by director Barb Coward. Motion made and approved by voice vote.

  Motion: Marie Kornishuk 2nd: Ashley Hartness

- Building and Maintenance Levy-Notice is hereby given that the Cortland Community Library Board has approved a resolution determining to levy a tax of .02% of the equalized value of all taxable property within the corporate limits of the Town of Cortland for the purpose of maintenance and operations of buildings and equipment for the Cortland Community Library, subject to the right of the electors in the Town to petition and require an election concerning the imposition of such tax, pursuant to 75ILCS 5/3-4.

Motion made and approved by voice vote.

Motion: Marie Kornishuk 2nd: Mary Benson

- Strategic plan-This will be discussed at a later date and implemented a bit at a time.
- The library staff will be noting good deeds and helpful acts performed.
- Per Capita class for Trustees and staff on organizational management will be discussed at a future meeting.

ADJOURNMENT

- Motion to adjourn at 7:45

  Motion: Marie Kornishuk 2nd: Ashley Hartness

Respectfully submitted,

Judy Olsen