

Library Board Meeting
March 10, 2026
7:00 pm

Present: Joe Rice, Marci Heiser, Kelli McQueen, Becci Powers, Director Christine Cunningham, David Steckel, and Casey Phillips

Absent: none

Visitors: Cindy Happ representing Friends of the Library

Call to Order: David called the meeting to order at 7:03pm

President's Report: David reminded everyone to spread the word about the Monical's Fundraiser for the library on Tuesday March 31. Flyers will be sent to the grade school as well.

Friends of the Library Report: Cindy Happ reported that the Friends held their annual meeting on March 9 to set plans for this year's fundraising events. Flower sales will begin soon through Danville Gardens and May 5 is our delivery date (ahead of Mother's Day!). They will be offering 10" hanging baskets (\$20) and 12" (\$30) and will have a display at the library to take preorders. The Annual Tea Party- Speaker is booked for June 7. This year will be a cooking/baking demo by Joni Smith from Front Street Market in Hume. She will have fun talking points of the history of tea parties and guests will get to sample foods that were commonly served during those time periods.

A few other events in the works by the Friends will be a children's book swap, a gourmet coffee & chocolate demo around September, and an author meet and greet book signing in November.

Secretary's Report: Marci moved to approve February's meeting minutes as amended and Becci seconded with the motion passing unanimously.

Treasurer's Report: We are 10 months through the budget year and February closed out with account balances totaling \$119,923.98 with a net loss of \$1,875.15.

Budget Report: We have spent almost 64% of the budget for this fiscal year. We have now received about 80% of our estimated working/predictable income for this year.

Income: February's bulk of the income came from CD interest and membership fees. Total income for the month was \$581.93 with Year to Date Income less expenses ending at \$9,421.01.

Bills: Joe moved to approve Visa Debit charges totaling \$101.00 for magazine renewals. Kelli seconded and the motion passed unanimously. Kelli motioned to approve the purchase of the \$80 Techsoup software license and \$85 annual membership to RAILS. Joe seconded and the motion passed unanimously.

We have a separate invoice for Amazon this month that includes book and other media purchases and Becci moved to approve expenses charged by Amazon for a total of \$707.55. Joe seconded the motion and it passed unanimously.

Other Bills to Note: IL Dept. of Revenue for \$113.57.

Librarian's Report: See Christine's full report for further details. Our website has been updated to show our new Overdrive options for e-Resources and the Palace Project. We also have a new projector and screen that can be loaned out to other local organizations. Becci was gifted a Science Trivia challenge game on IHLS Member Day and has gifted it to HCL. Thank you Becci!

Old Business

Discuss 2026-27 Budget- Discussion will continue during tonight's closed session and its approval will be brought to a vote after.

Discuss use of Tech Grant Money: We are looking into a new color/combo printer for patrons and we may need to have a separate modem for internal work and for guests. David suggested investing in security software, short term file usage and cleanup software. There's some interest to explore purchasing a "Cricket" with accessories (may fall under a different category though), we need a vacuum that handles the whole room, we'll check into having our website fees (\$200/yr) covered under this grant, and our options for a display monitor to be installed inside the the library to run announcements and other information.

IHLS Certification: It was completed and submitted before the March 31 deadline.

New Business

Discuss Director/Head Librarian (Human Resources) Core Standard: #9 grades on having a succession plan for the director and staff with specialized knowledge and we have a training manual but it needs small updates. We see that we need (an additional) someone that knows how the budget works and is able to submit IPLAR. We will work to bring the manual up to date and then designate trustees to learn certain tasks.

Discuss New Trustee Ideas: We will have 2 positions open soon and have 1 prospective resident but no commitments. We will start advertising on social media and posting physical flyers to generate more interest.

Closed Session: Becci moved to go into closed session, Kelli seconded and the motion passed unanimously at 8:08pm. We discussed final budget modifications and Christine gave an employee review to the board during this time as well.

Return to Open Session: Becci moved to return to open session at 8:41pm and Joe seconded with motion passing unanimously.

Vote on Employee Salaries: Joe moved to amend employee salaries in the budget as discussed in closed session (sub pay stays the same, assistant librarian will be budgeted for \$15.75 but with review in 3 months for approval, and role of director will be raised to \$18.50 with corresponding expenses amended to reflect changes). Becci seconded and the motion passed unanimously.

Approve FY 2026/2027 Budget: Becci moved to approve the new budget as amended, Joe seconded and motion passed unanimously.

Adjourn: Joe moved to adjourn the meeting at 8:48pm, and Kelli seconded with motion passing unanimously.

Next scheduled monthly meeting: Tuesday, April 14, 2026 @ 7:00pm

Minutes submitted by: Casey Phillips, Secretary