

# Mount Carroll District Library Board Meeting Minutes

January 11th, 2023

Call to order: by Laurel Bergren at 6:02 pm

## Attendees:

Board Trustees: Laurel Bergren, Virginia De Swarte, Pat Foltz, Tom Sorg,  
Valerie Ward

Library Director: Pam Naples

Guests: Alan Rosenberg, Anna Gray, Stan Kosmecki

Absent: Marsha Foltz, Paula Watson

Agenda Approval: Ward/Sorg

Public Comment: None

Friends of the Library Report: The Friends closed 2022 with a balance of \$3,234.86 after a contribution of \$4,531 for a children's pod and a bulletin board. Terry Tonon will be the new Friends treasurer for 2023. The grant committee has begun work and will coordinate with the Library Director. Friends will be starting to plan for a members event that may be expanded to include Library support possibly coordinated with the Library's Grand Opening. Val Ward volunteered to be part of the planning in conjunction with the Friends.

Secretary's Report Approval: P.Foltz/De Swarte

Financial Report Approval: De Swarte/Sorg

Payment of Bills Approval: P.Foltz/Ward Noted that a larger than normal electric bills stemmed from heating new library sections under construction and some colder than normal weather. Another larger than normal bill may be expected for December.

## Library Director's Report:

1. December Statistics – See Report.
2. Nancy Gmitro will provide a Winter Birds workshop on 21 January.
3. Euchre continues on the second Thursday of each month at 4:00.
4. Pam will be interviewing candidates for vacant Children's librarian position soon.

5. Rails training will be started soon for library staff.

#### Committee Reports:

1. Building and Landscape Maintenance: (Naples, Sorg) No report

2. Informal Education: (P.Foltz, Naples, Watson) as needed. No report

3. Finance: (Bergren, P.Foltz, M.Foltz, McDermott, Naples) meetings to be held Saturday prior to the meeting. The search continues for an auditor. Amount needed to pay for final phases of construction will be approximately \$190,000 of the \$250,000 pre-approved loan. Expect two more payments from the state of Illinois as part of the construction funding. Liz McDermott has direct deposit access for employee and electronic payments through Quickbooks. Will need to purchase new license for Quickbooks in March 2023. Currently only Laurel Bergman can make changes for Quickbooks and this authority is being transferred to Ms. Naples as Library Director.

4. Facilities Design Committee: (Bergren, Sorg, P.Foltz, Watson, M.Foltz, De Swarte)  
No Report

5. Capital Campaign: (Bergren, Watson, Naples, Atherton, M.Foltz) The letters have been mailed out. Donations a starting to come in, approximately \$28,500 donated to date.

#### On Going Business:

1. Construction Project Update: Still waiting on delivery of elevator components. All preparatory work required has been completed. The elevator will take several weeks to install. It has to be inspected by the State of Illinois. Passed 90% construction completion.

2. Construction Schedule: Carpets coming Monday, polishing floors in programming room and internet is hardwired in every room with wi-fi available throughout the library.

3. On-going operations during construction: Will remain in temporary location until March.

#### Old Business:

1. Apprentice Requirements – (construction) – We are applying for a variance for the State of Illinois's 10% apprentice requirement. Morris Electric was able to meet their apprentice requirement.

2. Yearly Audit – We are still searching for available auditors.

#### New Business:

1. Authorize Winter Construction Pay Request for \$159,674.56 – A motion was made by Sorg/P.Foltz to pay Winter Construction for that amount. Motion carried.

2. Non-Resident fee was calculated to be \$133.00 per year. A motion was made to approve by P. Foltz/Ward. Motion carried.

3. Approve Electronic Payments for bills. A motion was made by De Swarte/P. Foltz. Motion carried.

4. Organization Wide Email. Currently no official email associated with library board trustee positions exist. Looking into establishing official email accounts that will be permanently linked to position for better transparency and record keeping. No further action taken.

5. Review and Approval of Construction Change Orders 1 and 2. Change 1 refers to reception desk and casework (kitchenette) for \$24, 235. Expected expenditure. Change order 2, \$1,700 for elevator adjustments. Motion to approve made by P. Foltz/Ward. Motion carried.

6. Lynn Murphy petitioned court to seal her court documents. Ms. Murphy has two felony convictions stemming from her time as a library employee from 2009 to 2011. A letter was prepared for the State's Attorney in Carroll County from the library board asking the court records not be sealed and signed by L. Bergman as Board President. A motion to approve the letter was made by De Swarte/ Sorg. Motion carried.

President's Message: Read a thank you note from the family of Mr. Cliff Jacobs. Mr. Jacobs was a long time library board member and Treasurer who recently passed. A fruit basket was sent in the name of the library for the funeral.

Adjournment: 6:58 pm by Watson/M.Foltz

Respectfully submitted, Virginia De Swarte, acting Secretary