

Oglesby Public Library Board of Trustees

Regular Meeting Minutes

May 28, 2024

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

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**ROLL CALL**

President Vollmer called the May 28, 2024, meeting of the Oglesby Public Library Board of Trustees to order at 6:31pm.

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

Members absent: Engel

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There was no public comment on agenda items only.

**APPROVAL OF MINUTES**

*There was a motion made by Watson to approve and place on file the minutes as presented.*

There was a minor error noticed in the minutes regarding a motion to adjourn the April 22, 2024, regular meeting; Secretary Cullinan agreed to correct.

**MONTHLY BILLS**

*There was a motion made by Vollmer (Sarah) to approve and place on file the May 2024 bills; seconded by Watson.*

AYE: Clinard, Cullinan, Porter, Vollmer (Rich), Vollmer (Sarah), Watson

**Motion passed.**

**REPORTS**

Treasurer Clinard noted the library's income and expenses, emphasizing the library shows a net of \$10,000 ahead from the same time last year. She explained that the library is at 84 percent of its budget while being 92 percent of the way through the fiscal year.

*There was a motion made by Watson to approve and place on file the treasurer's report.*

Director Sheedy gave highlights from her report including digital accessibility and the compliance mandate date of April 26, 2027, importance of trustees establishing a RAILS account and accessing the iLEAD portal, a potential fall trustee training coordinated by Peru

Public Library and required annual sexual harassment training for trustees. Director Sheedy discussed E-rate and the required community meeting regarding our internet safety policy. She proposed all youth accessing computers would be required to have a library card and have on file a guardian signed technology use document. Secretary Cullinan inquired if the library had a current acceptable use policy. Director Sheedy noted that we had a general one, but not one geared specifically towards minors.

Secretary Cullinan asked about the reclassification of vacation days to sick days, as mentioned in the bookkeeper's report. Director Sheedy noted while vacation days were being relabeled in QuickBooks as paid leave days, Sheedy's vacation days would be maintained on a separate spreadsheet for accounting purposes.

*There was a motion made by Watson to approve and place on file the director's report.*

There was no president's report.

There were no committee reports.

## **CORRESPONDENCE**

President Vollmer informed the board that the library received a letter from the Illinois Department of Employment Security noting that the library was receiving \$347.75 back for an overpayment made by the library.

President Vollmer shared a letter from the Illinois State Historical Society regarding a centennial awards sponsorship opportunity in exchange for a non-refundable fee of \$50.

President Vollmer shared iLEAD promotional materials.

President Vollmer read a thank you card from Mary Urbino.

## **UNFINISHED BUSINESS**

*There was a motion by Vollmer (Sarah) to approve the non-resident patron policy as proposed; seconded by Porter.*

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah), Watson

**Motion passed.**

## **NEW BUSINESS**

Director Sheedy discussed the fee calculation portion of the Non-Resident Card Ordinance 20240624-2; Treasurer Clinard noted that the increased fee was based on the library's new

EAV. She speculated the library may have been using the wrong number in the past by not taking into consideration TIFs.

*There was a motion by Watson to place on file the Non-Resident Card Ordinance 20240624-2; seconded by Vollmer (Sarah).*

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah), Watson

**Motion passed.**

President Vollmer noted the library was given information regarding the ARPA grant application. At this time, if funded, the ARPA grant the library applied for from the county requires the board to go through with the project for which the APRA grant is earmarked. He noted, if funded, the library most likely will not receive the full sum requested, but rather, possibly \$19,000. President Vollmer indicated his support for pursuing the grant with reduced funding, while noting that, as per a text message conversation, Vice President Engel was on board with pursuing it as well. He shared the estimate for the project (i.e. north HVAC replacement) – \$24,680 from John's Service and Sales. This estimate would cover all costs except for the electrical work. Treasurer Clinard asked where this system would be going (as the current one is on the roof), to which President Vollmer responded that it would be going in the mechanical room. President Vollmer said he wasn't sure how much longer the northern unit would last. Vollmer (Sarah) asked President Vollmer if he knew the age of the current northern unit. Treasurer Clinard inquired as to why this project was more expensive than the HVAC unit that was recently installed on the south side of the library. President Vollmer speculated that it was due to inflation. Secretary Cullinan asked for an estimate of the longevity of a new HVAC unit; President Vollmer said he was hoping for around 25 years – give or take – since the unit would be indoors. President Vollmer noted that we are averaging about 7 years on outdoor units and he speculated that the northern unit is currently about 7 years old. Treasurer Clinard suggested making a transfer from the general fund to the building fund to get the building fund back into the black.

*There was a motion by Vollmer (Sarah) to pursue the proposed ARPA grant to replace the northern HVAC; seconded by Clinard.*

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah), Watson

**Motion passed.**

Director Sheedy asked President Vollmer regarding reaching out to Hartauer Insurance to inquire if the current insurance policy covers digital accessibility. President Vollmer suggested doing so.

**EXECUTIVE SESSION**

The board did not enter executive session.

**PUBLIC COMMENT**

There were no comments from the public.

**ADJOURNMENT**

*There was a motion by Clinard to adjourn the meeting at 7:16pm; seconded by Vollmer (Sarah).*

AYE: Clinard, Cullinan, Porter, Vollmer (Sarah), Watson

**Motion passed.**

**MEETING ADJOURNED**



Josh Engel  
Vice-President



Austin Cullinan  
Secretary