

Oglesby Public Library Board of Trustees  
Regular Meeting Minutes  
November 27, 2023

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

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**ROLL CALL**

President Vollmer called the November 27, 2023, meeting of the Oglesby Public Library Board of Trustees to order at 6:30pm.

Members present: Clinard, Cullinan, Engel, Vollmer (Rich)

Members absent: Porter, Vollmer (Sarah), Watson

Guests present: Greg Stein

**PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

There were no comments from the public relating to agenda items only during this time.

**APPROVAL OF MINUTES**

***Clinard motioned to approve and place on file the October 23, 2023, regular meeting minutes.***

***Engel motioned to approve and place on file the November 2, 2023, policy and personnel committee meeting minutes.***

Clinard asked for an additional week to complete and submit the November 21, 2023, finance committee meeting minutes.

**MONTHLY BILLS**

***Clinard motioned to approve the bills as presented for payment; seconded by Engel.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

**REPORTS**

Vollmer (Rich) gave the president's report, noting that there had been some discussion about a potential intergovernmental agreement between the library and Oglesby. He wasn't sure if the city intended on replacing Rich Watts but indicated his satisfaction with keeping the previous intergovernmental agreement in place through the end of TIF 6.

***Cullinan motioned to approve and place on file the president's report.***

Clinard gave the treasurer's report, noting that there are still some small differences in the books that she and Elaine are having trouble reconciling. She also noted that the library is at 37.42 percent of its budgeted for labor costs.

***Engel motioned to approve and place on file the treasurer's report.***

Sheedy noted that the library was short \$8 in the money drawer for whatever reason the past month. She noted that the library received a grant from Laurie Guardarrama and Thrivent Financial for \$250 for the holiday themed event on December 9, as well as a \$750 grant from a business that wishes to remain anonymous to put towards the "Incredible Bats" family program, as well as a pro-rated membership to "HR Source" – a human resource company. She added that we should be done with Mark Karlosky's consulting and that Mark had recently added RAM on her and Elaine's computers. She also shared that she and the staff recently completed a 3-hour training session for the new PrairieCat catalog.

***Engel motioned to approve and place on file the director's report.***

#### **COMMITTEE UPDATES**

There were no committee updates.

#### **CORRESPONDENCE**

The library received a letter from a local retired teacher who was looking to provide a homework help desk. There was some discussion as to a variety of different issues to which this project could lead. The letter indicated her thanks to the library for taking into consideration her idea but she declined to move forward with idea.

#### **UNFINISHED BUSINESS**

There was no unfinished business.

#### **NEW BUSINESS**

Clinard shared the new 2023-2024 tax levy, in which the proposed tax rate would drop from .19443% to .18564%.

***Cullinan motioned to approve tax levy ordinance no. 11272023; seconded by Clinard.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

Clinard spoke about raises for all staff; the group discussed a 3 percent raise for all employees, unless they were previously making less than \$14.00 at which case those employees will receive the necessary increase to meet the minimum wage requirement January 1. In addition, she recommended an additional \$1.00 merit raise for the bookkeeper.

***Cullinan motioned to the new pay raises as presented; seconded by Engel.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

Vollmer went over the dates for the 2024 library board meetings; the board agreed to move the December 23 meeting to December 16.

***Clinard motioned to approve the 2024 meeting dates as presented; seconded by Engel.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

There was some talk about closing early the day before Thanksgiving moving forward. Sheedy was encouraged by the board to make a director's call.

***Engel motioned to approve the 2024 library holiday closures as presented; seconded by Clinard.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

Engel went over changes to library policies. The board added language to protect intellectual freedom, as required by recently passed state legislation. Engel emphasized that objections to materials could only be raised by residents of Oglesby or those with a library card. Cullinan voiced support, saying that these things should be decided at a local level. Engel and Clinard speculated that anyone could hypothetically pay \$70, (for example, the equivalent to a non-resident fee card) to complain about materials, to which the board decided that it would be best to modify the policy further to only allow Oglesby residents to raise objections. Engel also noted the new home delivery policy. The board discussed its limitations. Engel shared that changes were made to the employees benefit portion to account for the new Paid Leave for All Workers Act. The board discussed how existing sick leave would be paid out. The drafted proposal indicated that employees would have until the end of next year to take it, but Vollmer, Clinard and Cullinan voiced support for paying out sick time to employees prior to the end of the 2023 year. The board chose to re-visit the policies at the December meeting.

The board discussed the management of the staff schedule. The Board's expectation is the library director manages the schedule with any schedule change requests made directly to the library director in advance whenever possible. The library director is to manage all schedule changes.

***Clinard motioned to approve the schedule change/leave request form, striking "other" from the types of leave; Engel seconded.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

***Clinard motioned to table remaining policy items until December 18; Engel seconded.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

There was discussion about employees volunteering their time. Clinard indicated that she sees potential red flags with the practice down the road to which Cullinan concurred. Sheedy said that prep work is a normal expectation of clerks, but when asked by Cullinan, didn't indicate that she thinks it's part of their job descriptions. Clinard said that she thinks it is important to calculate expenses related to programs to know the true cost of them. Engel added that he thinks that anyone who is volunteering with kids programs should also be background checked. Cullinan agreed, but also noted his interest in performing background checks on staff as well. The board agreed to do more research and come back to the issue later.

Sheedy brought up a concern from an employee about being paid for training on top of their regularly scheduled hours within the same shift. Cullinan said that was ridiculous and that he was a no on any proposal to do so. Clinard echoed Cullinan's sentiments.

Clinard proposed raising the credit card limit. Vollmer (Rich) indicated that many different things, such as toner, have been major expenses that have stretched the card's limit. He suggested raising the limit from \$1500 to \$5000 – with the understanding that any transactions over \$1500 must get approved by Rich first. If necessary, the board voiced their support for staff members using Sheedy or Clinard's card.

***Clinard motioned to increase the credit limit on the library's credit card from \$1500 to \$5000; Engel seconded.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

Vollmer (Rich) said that closed minutes are due to be reviewed in January, and asked how board members would like to approach the review. Clinard said she wouldn't cast an "aye" vote on any closed session minutes that she herself had not reviewed. Vollmer (Rich) agreed that the whole board should know what is going on. The board came to a consensus that 2 weeks prior to a board meeting where closed minutes are considered for being opened, board members can come to the library to review the minutes. Arrangements will need to be made to have the lock box key available from either the secretary or the board president.

The board reviewed Chapter 5 Building Infrastructure and Maintenance of the core standards for libraries. Sheedy noted that we needed to perform an inventory of all of our facility systems, create a repair list, create a list of all projected capital projects, create a capital reserve for said projects, as well as a capital asset plan that projects funding needs over the next two decades. She also noted that we need to find some way to organize all of our warranties, manuals, and other information.

Clinard made the board aware that she would be unable to attend the next regularly scheduled board meeting on Monday, December 18.

***Clinard motioned to reschedule the regular Board of Trustees meeting to Tuesday, December 19 at 6:30pm; seconded by Engel.***

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

### **EXECUTIVE SESSION**

The board did not enter a closed session.

### **PUBLIC COMMENT**

Greg Stein asked whether the board would need to publish the new tax rate in the newspaper, inquired about TIFs, and provided suggestions on renovations to the bathrooms, among other things.

### **ADJOURNMENT**

Engel motioned to adjourn at 8:27pm, Cullinan seconded.

AYE: Clinard, Cullinan, Engel, Vollmer (Rich)

**Motion passed.**

**MEETING ADJOURNED**

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Richard Vollmer  
President

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Austin Cullinan  
Secretary