

Oglesby Public Library Board of Trustees
Regular Meeting Minutes
August 28, 2023

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

ROLL CALL

President Vollmer called the August 28, 2023, meeting of the Oglesby Public Library Board of Trustees to order at 6:30pm.

Clinard, Cullinan, Engel, Porter, Vollmer (Rich), Vollmer (Sarah), Watson

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

Members absent:

Guests present: No guests were present at this meeting.

PUBLIC COMMENTS ON AGENDA ITEMS ONLY

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

APPROVAL OF MINUTES

Cullinan motioned to approve and place on file the amended July 24, 2023, regular meeting minutes.

Porter motioned to approve and place on file the August 10, 2023, amended building and grounds committee meeting minutes.

Clinard motioned to approve the August 21, 2023, appropriation meeting minutes

MONTHLY BILLS

Engel motioned to pay the August 2023 bills. Watson seconded.

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

Motion passed.

REPORTS

Watson motioned to approve and place on file the President's report.

Porter motioned to approve and place on file the Treasurer's report.

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

COMMITTEE REPORTS

Vice President Engel updated the board on the activities of the building and grounds committee. He, Trustee Vollmer, and President Vollmer and Director Sheedy walked through the building, with the exception of the maintenance room and toured the grounds. Vice President Engel said the most pressing need is repainting the stripes and handicap spot in the parking lot, as the handicap symbol in the lot is currently backwards and the stripes are on the wrong side. He also noted, regarding the exterior of the building, that the bicycle rack is in poor condition – and he suggested sanding and painting it for the quickest fix. He also noted that the trash bin is in poor condition.

Regarding the interior, there is some cracking tile in the women's restroom. The counters in the restrooms (made of particle board and laminate) are also shifting and leaning downwards, presumably because of people leaning on them which could ultimately cause the countertops to come off the wall as they are only suspended by wood bracing. The women's counter moved an inch, whereas the men's moved a half inch. Vice President Engel suggested the only way to fix that issue is by getting an actual vanity, as Engel anticipates that people will keep leaning on the counters. He also noted that the shut off valves are frozen. Trustee Porter suspected that Habitat ReStore place might have something in the way of vanities. It was noted that the vanities would need to be handicapped accessible -- capable of taking a wheelchair underneath. Director Sheedy asked if what the library has currently could be repaired and there was some discussion about other possible options. Trustee Watson voiced her support for whatever ends up being the cheapest option.

Director Sheedy asked if there was anything on which the board wanted her to follow up. President Vollmer asked her to price out quarter turn valves for the sinks. Director Sheedy asked if Rich Watts could do the work, to which the board concluded the areas to complete the job are difficult to access and it would be best to call John's.

CORRESPONDENCE

There were no correspondence items.

UNFINISHED BUSINESS

Bids came back on tree removal. AAA gave the library a verbal quote of \$1,000 to remove the tree next to the parking lot. Jake's Tree Service provided a quote of \$800 for tree removal and an additional \$100 to fill the hole with dirt. Stuart Tree Service quoted \$1,760 to remove the tree, fill the resulting hole with dirt/seed, and haul away all debris.

Treasurer Clinard asked if tree removal was a pressing need. She said she would be interested in tree services' opinions on the tree. President Vollmer suggested that we just sit on the issue

for now. It was noted that the City looked at the tree and agreed that it's hollow. Trustee Watson suggested to table the tree issue.

Bids also came back on carpet cleaning. ChemDry quoted \$776 for carpets only. Stanley Steemer quoted \$836 (protective plus an additional \$200) for the carpets and 7 mats at \$5 (\$35 total). Andy's Carpet Cleaning quoted \$1580 for the carpets (\$925), tile floor (\$555), and carpets (\$100).

President Vollmer said the tile floors are very dirty and are a real burden to keep clean with grout. Trustee Watson asked if the library is looking to do carpet cleaning after winter; President Vollmer said the library did it after winter last time. Trustee Watson said she thought it was a good idea to wait until after winter. Trustee Sarah Vollmer asked if the library is intending a one-time service or if either of these services have a regular subscription fee for less expense. President Vollmer responded in the negative, saying that the library has to pay once a year. President Vollmer contemplated renting a carpet cleaner, but Treasurer Clinard said it would have to be done professionally. Trustee Porter said there's no guarantee that will clean it. Vice President Engel suggested asking ChemDry to sell us a can of carpet cleaner, as it has worked with his experience of it. He also volunteered to spot clean it. President Vollmer asked if Vice President Engel could get something from ChemDry. Vice President Engel said he will look into it. President Vollmer said in the spring the board will take a look again at cleaning the floors.

President Vollmer noted that Koolmaster is familiar with our windows and quoted us \$686.25 for perimeter sealant and glazing sealant on exterior windows, replacement of loose caulking and loose corner gaps, creating proper weep holes at sills where needed, replacing astragal weather stripping/missing screws at exterior main entrance, and adding a 3x4 inch A-style downspout at canopy. President Vollmer suggested that the board could hold off on windows, but he would need to get a price breakdown. He said the board needs to get the front door and gutter elbow fixed now. Treasurer Clinard said the board may have spent a lot of money unexpectedly recently, but that it's important to keep up with maintenance. Trustee Watson said the price was good for everything Koolmaster wants to do. Trustee Porter said he knows Koolmaster is extremely busy, President Vollmer anticipated that the library may be 6 months out from getting serviced. Trustee Watson asked if the carpet cleaners' quotes would be good in the spring, to which Trustee Porter said they will have to be re-quoted. Trustee Watson suggested that the board move ahead on the doors and windows, especially if it's going to take a while to get someone here.

Watson motioned to pay \$686.25 for Koolmaster's services, Clinard seconded.

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

President Vollmer noted he was still trying to get figures from the county on money that has been lost out on by the library, via TIFs, since 1985. Clinard suggested filing a FOIA request. Vollmer indicated that he would pursue the issue while in Ottawa.

NEW BUSINESS

Clinard motioned to accept the audit of the minutes and board packets for the regularly scheduled meetings and committee meetings for FY 22-23, Vollmer (Sarah) seconded.

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

Director Sheedy noted that the board had already signed an intergovernmental agreement to be part of LIMRICC, but now it needs to decide what benefit plans it wants to offer. Director Sheedy went through benefits for full-time employees, directing the trustees to the benefits package portion of a provided handout. She noted that the library doesn't have a part-time employee eligible due to criteria (in package). Director Sheedy said the board needed to decide what they wanted to pay for her benefits and what they wanted her to pay. She noted that, when she was hired, the board agreed to pay her COBRA in full. She said the board would also have to decide on the cost for different family packages. Sheedy said she would pay dental at full cost as well as vision if she elected coverage. She said the library does not have to offer qualifying part time employees the dental and vision insurance, but the board can decide if it wants to offer this to other qualifying employees. Ultimately, she said LIMRICC needed to know what she would contribute, so the board could translate it into an annual employee cost and turn in documentation on benefits to LIMRICC. Director Sheedy said she would leave for her office while the board discussed LIMRICC benefits. She understood the library's budget is lean and shared her belief that the board would make the decision that is in the best interest of the library.

Director Sheedy left the meeting, entered her office, and closed the door.

Vice President Engel asked about the cost that the library would pay. Trustee Porter asked about the options she was interested in. Clinard said the trustees need to consider the other options if Director Sheedy was not here. Trustee Watson asked if this is something that would need to be filled out each year. Secretary Cullinan asked about the cost of COBRA. Treasurer Clinard spoke about the discussion that the board had with now-Director Sheedy during interviews. Treasurer Clinard said LIMRICC was a good choice since shopping for policies was more expensive. Secretary Cullinan asked if Sheedy was solely getting health insurance with COBRA, to which the board responded in the affirmative. Trustee Porter and Treasurer Clinard suggested that the board should make covered employees pay the additional contribution for family members. President Vollmer spoke of other duties Director Sheedy said she was willing to do. Treasurer Clinard noted Director Sheedy's extra work. Vice President Engel asked for clarification on what the board was going to offer for individual versus family coverage. Trustee Watson asked why the board has to decide that now, to which Vice President Engel said because of the possibility of us hiring another library director. Treasurer Clinard and Porter clarified that they thought the covered employee should be responsible for the price difference for dependents.

Trustee Vollmer left to retrieve Director Sheedy. Director Sheedy returned to the meeting.

Clinard asked about offering insurance to part-time employees, to which the board was unanimously opposed.

Vollmer (Sarah) motioned to pay 100% of covered employees individual health insurance premium for the Director via LIMRICC, Engel seconded.

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

There was discussion about two different ballots given to the board to vote on, as members of LIMRICC. Treasurer Clinard said the library isn't participating in risk insurance with them, but Sheedy said they are changing the language of the entire contract and explained said changes. Director Sheedy said the board needed to vote on both, even if the library isn't part of the risk insurance program, due to being a member of LIMRICC.

Director Sheedy said the other amendment did have implications for the library. Section 7 says that members will develop a policy by January 15 about who is eligible for insurance and who is not. Section 9, number 2 says that new members have to pay a non-reimbursable two months premium to go into reserves, but since the library already signed an agreement, it doesn't apply. Section 12 says If the library was to terminate participation in LIMRICC, it would have to give 120 days notice. A representative from LIMRICC said the library doesn't pay anything for the premium if there is no full-time employee. Treasurer Clinard asked if the board casts individual votes or if the board just votes as a whole, to which the board clarified that it's just one vote. Treasurer Clinard noted that she wasn't going to vote yes on something she didn't understand.

Cullinan motioned to vote YES on both LIMRICC agreements, Porter seconded.

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

NAY:

ABSTAIN: Clinard

President Vollmer made the board aware that the Ficek family offered a donation for the library to join We are Oglesby. There was some discussion as to what the benefit to the library would be. Things like recognition and newsletter came up. Secretary Cullinan said if the library is getting a donation to join, there's no sense in being against it.

Vollmer (Sarah) motioned to approve We are Oglesby and thank the Ficek family for their contribution, Cullinan seconded.

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

Director Sheedy reached out to Fun Services about a holiday secret shopping event for children. They would provide items and materials for free. The items and materials run from just a few cents to upwards of \$13-14. Director Sheedy noted that there are some schools that run this event and that it works similar to a book fair. She noted the schools might end up selling \$3-4k worth of materials and make \$300-\$400 during a multiple day event. She also noted that the library wouldn't be able to offer this event longer than the day of the event so the library could not expect the same proceeds. Treasurer Clinard noted it was wildly popular when the city did that kind of event before. Trustee Porter confirmed that the library doesn't pay anything – they just get a cut of it. Trustee Vollmer said she would make a motion, but Director Sheedy said that, for this to work, she needs volunteers. Secretary Cullinan asked how many needed to volunteer and Director Sheedy said she would reach out to the high school and ask for help. Trustee Porter noted many students are looking for service hours. Director Sheedy said the library would have to open earlier in the morning. Treasurer Clinard said the board didn't need a motion since it wasn't spending any money. Director Sheedy will look into the issue further.

The board went over chapter 2 of standards for libraries. Director Sheedy noted the library is not doing any types of surveys, holding hearings, etc. She said the board needs to start reviewing library policies on a regular basis. She indicated that she wasn't sure how often the board participates in the decision making of other local, state and regional government entities. She also wasn't sure how often library officials attend conferences. She said the library is heading in the right direction with keeping accurate records. She said the board has experienced board members and made a good decision to hire a bookkeeper. She said that the library's volunteer liability is on-track, but not sure as to the content's insurance because that would require an expensive appraisal. She also indicated that the board needs some sort of continuity plan if she was to leave.

Additional building needs were discussed: Trustee Vollmer noted that the back stall in the women's restroom doesn't lock. President Vollmer said he would look into it.

Vice President Engel noted that he talked to someone who worked on the original sign on the outside of the library and that he talked about doing a new sign with lights shining down on it, as it would be more modern and would require less upkeep.

President Vollmer noted that he met with Trustee Watson last week to review and discuss what closed session meeting minutes to open to the public. Treasurer Clinard asked if two members going through minutes alone is always how this process works, since she has never seen it done this way. Trustee Porter stated the superintendent at the school makes the recommendation to the school board.

Porter motioned, Clinard seconded to open approved close session meeting minutes for 1/27/2020, 9/28/2020, 07/26/21, 8/16/21 8/30/21, 10/25/21 and destroy verbatim records.

AYE: Clinard, Cullinan, Engel, Porter, Vollmer (Sarah), Waston

Engel said he can't vote yes because he didn't see minutes, which Clinard agreed with.

Vollmer (Sarah) motioned, Watson seconded to open approved closed meeting minutes for 1/24/22, 2/28/22, 3/28/22, 4/7/22, 4/13/22, 4/28/22, 5/5/22, 5/23/22, 5/26/22.

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

NO: Engel

ABSTAIN: Clinard

EXECUTIVE SESSION

The board did not go into closed session.

PUBLIC COMMENT

There were no comments from the public during this time.

ADJOURNMENT

Engel motioned to adjourn at 8:14, Vollmer (Sarah) seconded.

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

Motion passed.

MEETING ADJOURNED

Richard Vollmer, Board President

Austin Cullinan, Board Secretary