

Coal City Public Library District

Regular Board Meeting

June 13, 2023

CALL TO ORDER

President Debi Trotter called the regular monthly meeting of the Coal City Public Library District Board of Trustees to order at 6:30 p.m.

ROLL CALL

Communications Coordinator called the roll.

Trustees present:

Carol Crawford	Betsy Stahler
Renee McLuckie	Debi Trotter
Becky Sipple	Dean Vigna
Steve Smith	

Others present:

Leah Bill, Assistant Director
Cindy Starks, Communications Coordinator
Sarah Haish, JJC LTA Student

OATH OF OFFICE

The newly re-elected Board of Trustee Members, Renee McLuckie, Betsy Stahler, and Debi Trotter received their Oath of Office.

ELECTION OF OFFICERS

President Trotter presented the Board of Trustees with the slate of officers to serve a two year term.

Motion by Betsy Stahler and second by Renee McLuckie that

The Board elect the following slate of officers for a two year term:

Debi Trotter – President
Steve Smith – Vice President
Carol Crawford – Secretary
Renee McLuckie – Treasurer

Motion carried by roll call vote.

Ayes: Smith, Stahler, Vigna, Crawford, McLuckie, Sipple, and Trotter

CORRECTIONS TO AGENDA

Under Standing Committee Reports within Budget change the first item to read “Ordinance 22-5 Ordinance Amending Budget and Appropriation Ordinance 22-1” instead of Ordinance 22-5.

The third item “Staff Salaries” was also deleted from the agenda as it was being covered under “Salary Scale FY23-24.”

CONSENT AGENDA

1. March 23, 2023 Policy Committee Meeting Minutes
2. March 28, 2023 Building and Grounds Committee Meeting Minutes
3. May 4, 2023 Special Board Meeting Minutes
4. May 9, 2023 Regular Board Meeting Minutes
5. Action of Bills
6. Ordinance 22-4 Ordinance Setting Meeting Dates for FY 2023-2024

Motion by Carol Crawford and second by Becky Sipple that

The Board approve the consent agenda items: (1) March 23, 2023 Policy Committee Meeting Minutes; (2) March 28, 2023 Building and Grounds Committee Meeting Minutes; (3) May 4, 2023 Special Board Meeting Minutes; (4) May 9, 2023 Regular Board Meeting Minutes; (5) Action of Bills; and (6) Ordinance 22-4 Ordinance Setting Meeting Dates for FY 2023-2024.

Motion carried by roll call vote.

Ayes: Stahler, Vigna, Crawford, McLuckie, Sipple, Smith, and Trotter

CORRESPONDENCE

A thank you note was received from the staff for treats during National Library Week.

PUBLIC COMMENT

None.

TREASURER’S REPORT

Treasurer Renee McLuckie presented a written treasurer’s report (attached). The report will be filed for audit.

DIRECTOR’S PROGRESS AND SERVICE REPORT

Assistant Library Director Leah Bill submitted the director’s report, which included the statistics for May (attached). Leah Bill added to the report a request from staff to wear jeans on Saturdays. The Board had no objection to allowing staff to wear jeans on Saturdays for a trial period through Labor Day.

Communications Coordinator Cindy Starks made a presentation to the Board of Trustees.

Information reported included a 53% average open rate for CCPLD’s bi-monthly e-newsletter, social media statistics, additional newsletter being mailed to residents, and an explanation of her duties and responsibilities.

STANDING COMMITTEE REPORTS

Budget

Chairman McLuckie discussed Ordinance 22-5 with the Board of Trustees.

Motion by Renee McLuckie and second by Steve Smith that

The Board adopt Ordinance 22-5 Ordinance Amending Budget and Appropriation Ordinance 22-1.

Motion carried by roll call vote.

Ayes: Vigna, Crawford, McLuckie, Sipple, Smith, Stahler, and Trotter

Chairman McLuckie discussed the Salary Scale FY23-24 with the Board of Trustees.

Motion by Renee McLuckie and second by Betsy Stahler that

The Board adopt the proposed Salary Scale for FY23-24.

Motion carried by roll call vote.

Ayes: McLuckie, Sipple, Smith, Stahler, Vigna, Crawford, and Trotter

Chairman McLuckie provided the Board of Trustees with the Chronology for annual financial ordinances.

Chairman McLuckie discussed the proposed Working Budget for FY 23-24 to be considered for the July regular Board meeting.

Policy

Chairman Crawford scheduled a Policy Committee meeting for Thursday, June 22 at 10:00 a.m. in Annex A to discuss the following policies: (1) Finance Policy; (2) Library Card Policy; (3) Material and Monetary Donations Policy; (4) Reimbursement of Travel, Meal, Lodgings Expenses Policy; (5) Security Camera Policy; and (6) Social Media Policy.

NEW BUSINESS

Standing Committee Appointments

President Trotter presented the Board of Trustees with their Standing Committee appointments.

Ethics Officer and ADA/IHRA Compliance Coordinator

President Trotter appointed Steve Smith as the Ethics Officer and Carol Crawford as the ADA/IHRA Compliance Coordinator.

Resolution 22-4

The Board of Trustees were presented with Resolution 22-4 concerning Non-Resident Cards.

Motion by Renee McLuckie and second by Becky Sipple that

The Board adopt Resolution 22-4 a Resolution Authorizing Non-Resident Cards.

Motion carried by roll call vote.

Ayes: Crawford, McLuckie, Sipple, Smith, Stahler, Vigna, and Trotter

Closed Session

Motion by Steve Smith and second by Betsy Stahler that

The Board enter into closed session under 5 ILCS 120/2 (21) to discuss the semi-annual review of Closed Meeting Minutes.

Motion carried by roll call vote.

Ayes: Sipple, Smith, Stahler, Vigna, Crawford, McLuckie, and Trotter

Entered Closed: 7:16 p.m.

Returned to Open: 7:28 p.m.

Semi-Annual Review of Closed Minutes

Motion by Carol Crawford and second by Steve Smith that

The Board open the Closed Session Meeting Minutes from December 13, 2022, and May 4, 2023.

Motion carried by roll call vote.

Ayes: Smith, Stahler, Vigna, Crawford, McLuckie, Sipple, and Trotter

Closed Session

Motion by Becky Sipple and second by Betsy Stahler that

The Board enter into closed session under 5 ILCS 120/2 (1) to discuss the Library Director compensation.

Motion carried by roll call vote.

Ayes: Stahler, Vigna, Crawford, McLuckie, Sipple, Smith, and Trotter

Entered Closed: 7:30 p.m.

Returned to Open: 7:45 p.m.

Director Salary

Motion by Renee McLuckie and second by Steve Smith that

The Board increase the Library Director's salary by 3% for the FY 23-24.

Motion carried by roll call vote.

Ayes: Vigna, Crawford, McLuckie, Sipple, Smith, Stahler, and Trotter

ANNOUNCEMENTS

July 4 Closed in observance of the Fourth of July

July 5 Deadline for Agenda

July 11 Decennial Committee Meeting at 5:00 p.m.

July 11 Regular monthly meeting of the Coal City Public Library District at 6:30 p.m. in the Irving Street Annex

ADJOURNMENT

Motion by Steve Smith and second by Renee McLuckie that

The Board adjourn the meeting.

Motion carried by roll call vote.

Ayes: McLuckie, Sipple, Smith, Stahler, Vigna, Crawford, and Trotter

Meeting was adjourned at 7:48 p.m.

Signature: _____ July 11, 2023
Carol Crawford, Secretary