Hinckley Public Library District

Board of Trustees Meeting Minutes

April 21, 2025

At 6:30 pm, Board Vice President Arlen Carls called the meeting to order.

Trustees present: Pam Keown, Tom Lang, Fran Kriesch, Amie Carey, and Carol Kohler

Trustee absent: Karen Yaggie

**Approval of Minutes**

Minutes from the regular Board of Trustees meeting on March 10, 2025 and minutes from the special meeting March 17, 2025 were approved as presented.

**Comments from the Public**

There were no comments.

**Secretary’s Report**

The Illinois library systems sent an informational brochure regarding the potential impact of IMLS funding cuts for Illinois libraries. The biggest service funded by IMLS in Illinois is the interlibrary loan delivery service.

**Treasurer’s Report**

The board reviewed the financial reports for March 2025. Nearly $15,000 in interest has been added to the special reserve account since July, increasing the funding available for the building renovation. Carol made a motion to approve the treasurer’s reports and pay the necessary bills. Amie seconded the motion. It passed unanimously on a roll call vote.

**Director’s Report**

Fundraising Update: The state library construction grant timeline is slower than usual this year. There should be a grant review meeting scheduled in the next couple of weeks. The special reserve account earned $1,573.22 in interest in March, bringing its total to $419,331.06. Rylie also presented the federal budget categories with their remaining funds available for the building renovation.

Events: As many as 30 people are attending chess club each week and the tournament had 18 participants between kindergarten and 8th grade. Snacks were given out during spring break and the library held a food drive to support the Hinckley Area Food Pantry during National Library Week. Rylie will attend a literacy event at the elementary school this week to get kids excited about summer events at the library.

Friends of the Library Report: The Friends have $3,000.85 after receiving $55.12 from book sales.

Youth Services Report: Sarah offered story time, kids book club, and create and take crafts in March. Total participation was 84.

Library Statistics: The total statistics for renewals are accurate but the system isn’t reporting their location correctly. Typically the library sees more patrons renewing their items from home whereas the reports are currently showing nearly all renewals happening at the library.

**Unfinished Business**

Building Project Update: There were two design meetings in the previous month. The first included topics such as A/V placement, number of public computers, door access, restroom fixtures, and HVAC controls. The second meeting dealt with shelving, flooring, and wall colors. The library’s I.T. contractor, CMJ Technologies, attended the first meeting and provided a quote for necessary equipment and installation.

The asbestos project bidding took place over the last month. Ten companies enquired about the project, nine attended the walkthrough, and eight bid on the project. The contractor will be tasked with a majority of the interior demolition as well as the abatement. While it was originally planned to complete the entire abatement as well as the roof replacement in May, delays have caused the project to be split up. Interior abatement and demolition will be started and finished in May while the window and roof abatement will wait until fall to be coordinated with window and roof replacement. The library’s gravel parking lot behind the new building is now designated for library use only. The contractors will use the space for dumpsters and staging.

**New Business**

Asbestos Abatement Bid Approval: Bids from the eight companies ranged from $107,000 to $250,000 with various levels of compliance with the forms they were asked to include in the bid submittals. Colfax Corporation was found to be the lowest responsible bidder and met all requirements. Fran made a motion to accept the bid of $107,000 from Colfax Corporation for asbestos abatement. Carol seconded the motion. It passed unanimously on a roll call vote.

Asbestos Project Management Proposal: Midwest Environmental Consulting Services provided a proposal for project management and daily air quality testing for the asbestos abatement project. This will provide the necessary oversight and reporting that will need to be submitted for the library’s federal environmental review. Amie made a motion to accept the Midwest Environmental Consulting Services proposal for project management and air quality testing. Pam seconded the motion. It passed unanimously on a roll call vote.

Fiber Internet Relocation Quote: The library solicited a quote to extend the fiber internet service to the West Lincoln building. Syndeo determined that the line could be run overhead instead of having to run it underground, greatly reducing the cost. Amie made a motion to accept the quote from Syndeo for the fiber service move. Carol seconded the motion. It passed unanimously on a roll call vote.

FY26 Working Budget Draft: Rylie prepared a draft of the next budget. The library’s IMRF rate was reduced this year and the annual minimum wage increases have ended, allowing for more flexibility in salary budgeting. The board will continue reviewing drafts until it is time for adoption.

Potential Donation for Nonresident Fees: A donor has suggested the opportunity to fund nonresident library cards for the households in Pierce Township. The board discussed the logistics.

Open Board Seat: Tom’s term on the board will end in May, leaving a seat open for appointment. The board discussed potential options.

**Other Business**

There was no other business.

The meeting adjourned at 7:58 pm.