



Morris Area Public Library
Board of Trustees Agenda

1/8/2024

6:30p

Morris Area Public Library Conference Room

<https://us06web.zoom.us/j/87310105330?pwd=72gLE2srLelATdVp0kyc1xA2uo3Ozn.1>

The Morris Area Public Library will convene a regular meeting on January 8, 2024, at 6:30p in the library basement, or via ZOOM at <https://us06web.zoom.us/j/87310105330?pwd=72gLE2srLelATdVp0kyc1xA2uo3Ozn.1>. The meeting will include an opportunity for public comment. Any member of the public that would like to make a public comment can submit their public comment via email to aporth@morrislibrary.com by 4:30p on 1/8/24. Public comments submitted via email will be announced during the public comment portion of the meeting.

Agenda -

1. Call to Order and Roll Call
2. Review of the Agenda for Additions/Changes
3. Correspondence, Communications, and Public Comment
4. Minutes from previous regular meeting
5. Directors Report
6. President's Report -
7. Vice President's Report -
8. Financial Report - CURRENTLY UNAVAILABLE
 - a. December Check Detail
 - b. Fund Account
 - c. Reconciliation Report
 - d. Budget vs Actual
 - e. Spark card
 - f. Consent Agenda Motion to approve:
9. Committee Reports
 - a. Finance Committee
 - i. Community Foundation of Grundy County - Julie Buck
 - ii. Meristem Financial - Jamie Rachlin
 - b. Technology Committee
 - c. Strategic Plan Committee
 - d. Personnel Committee
 - i. Bookkeeper / Office Manage - full time at 32 hours?
 - e. Policy Committee
 - f. Facilities Committee
 - g. Ad hoc Construction Committee
10. Unfinished business
11. New Business
12. Executive Session



- a. Executive session pursuant to 5ILCS 102/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body against legal counsel for the public body to determine its validity.
- b. Executive session pursuant to 5ILCS 102/3: the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

13. Action on Executive Session

14. Other

15. Adjournment

All topics on the agenda are potential action items.

The Morris Area Public Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting for the facilities, are required to contact the library administrator at (815) 942-6880 x116 promptly to allow the Morris Area Public Library District to make reasonable accommodations for those persons.

Angelique Minett, Board Secretary



Morris Area Public Library
December 12, 2023
Board of Trustees General Meeting Minutes
6:30 pm
Morris Area Public Library Conference Room

Minutes-

1. Call to Order and Roll Call

- a. Called to order at 6:30 P.M.
- b. Roll Call- Ebert, Davy, Minett, and Porth were present. Absent: Cummings, Keavney, and Peterson.
- c. Also present were Library Director Mai and guests: Burton, Christensen, and Schretter.

2. Review of Agenda for Additions/ Changes

- a. Add Executive Session

3. Correspondence, Communications, and Public Comment

- a. A patron sent a letter inquiring about the building committee and process. They were replied to and now have attended the Ad hoc committee meeting.

4. Minutes from the previous regular meeting

- a. A motion was made to approve the November 13th General Board Meeting Minutes. Ebert moved to approve meeting minutes and Davy seconded. Approved 4-0.

5. Director's Report

- a. The mural is coming along well. Painting will occur as weather permits.
- b. The Adopt a Senior Giving Tree is going well. The Library has received more than 100 cards to share with our patrons.
- c. Program numbers were good for November .
- d. The Capital One Cash back rewards program was cashed out to cover the staff Christmas Party and staff Christmas gifts.
- e. The Staff Christmas party on December 8 was a great time.
- f. The library has hired a part-time Marketing staff member and Patron Services staff member.
- g. We are looking into our investments with Grundy County Community Foundation to make sure that we are meeting all of the requirements of a public entity.

6. President's Report

- a. An article will be forwarded to Board members about book selections.

7. Vice President's Report

- a. We have talked to the city about getting our information on the water bill and we are waiting for a response from the city.

8. Financial Report

- a. **September Check Detail**
- b. **Fund Account**
- c. **Reconciliation Report**
- d. **Budget vs. Actual**
- e. **Spark Card**

f. Consent Agenda motion to approve:

- i. Motion was made to accept the November Financial reports as presented in the board packets, minus the fund account reports. Motioned by Ebert and seconded by Minnett. In favor: Ebert, Davy, Minnett, and Porth. Opposed: None. Approved 4-0.

9. Committee Reports

a. Finance Committee

- i. Ordinances per Roger Ritzman
 1. Endowed Fund
 2. Special Reserve

b. Technology Committee

- i. None



- c. **Strategic Plan Committee**
 - i. None
- d. **Personnel Committee**
 - i. None
- e. **Policy Committee**
 - i. None
- f. **Facilities Committee**
 - i. None

10. Executive Session

Executive session pursuant to 5ILCS 102/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body against legal counsel for the public body to determine its validity.

Executive session pursuant to 5ILCS 102/3: the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

- a. Motion was made to go into executive session at 6:47. Motioned by Minett and seconded by Ebert. Approved 4-0.
- b. Motion was made to return to open session at 6:57. Motioned by Minett and seconded by Davy. Approved 4-0.

11. Action on Executive Session

- a. A motion was made to give the Director Mai a 4% salary increase and to give her a 1,000/ month bonus for 2024 while the library is working on construction. Motioned by Ebert and seconded by Minett. In favor: Ebert, Davy, Minett, and Porth. Opposed: None. Approved 4-0.

12.

a. Ad Hoc Construction Committee

- i. Schretter, the architect, from Studio GC was present to discuss progress being made in the design phase of the new building.
 - 1. Multiple outside design styles were presented.
 - 2. A discussion was held on making sure that the project stays on budget.

b. None

13. Unfinished Business

a. None

14. New Business

a. None

15. **Adjournment** - Time 7:56- Minett motioned to adjourn, seconded by Ebert Approved 4-0.

All topics on the agenda are potential action items.

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_____, Board Secretary



Director's Report
January 2024

Community -

- We have updated some of our procedures for our HomeBound service. As we increase the number of patrons using our service we need to streamline. Rather than have a staff member call all of the people who had used the service in the past to see if they would like a visit on that Tuesday, patrons are asked to call when they want us to come by.
- We are working with the Community Foundation of Grundy County to coordinate a Teen bus trip to the Shakespeare Festival in Bloomington. In August, our top priority is to work with teachers and counselors to get students signed up before the end of the school year.
- I am working with the city to continue with and expand Morris Movies in the Park

Programs -

UPCOMING PROGRAMS - Evening Book Club (2/1/24 at Clayton's Tap) April Bus trip (4/10/24 to see Church Basement Ladies at Circa '21) Paint a Winter Scene (1/23/24 at 1:00p)

Program results

• Pre K - number of kit/programs -	24	number of attendees -	211
• K- 5th grade - number of storytimes-	5	number of attendees -	92
• YA - number of kit/programs -	5	number of attendees -	74
• Adult - number of kit/programs -	25	number of attendees -	148
• Family Programs -	13	number of attendees -	59
• Virtual Programs -	4	number of attendees -	128
• TOTAL	76	NUMBER	712

Follow up -

- Adult bus trip to Conklin Barn in Goodfield was a huge success, patrons who attended asked me to book the 2024 December show. Which I have done!
- Sanford Able grant (via Community Foundation of Grundy County) taking Teens to see STOMP was great. The bus was about 35 minutes late so everything was compressed timewise. But the kids loved the show and were very appreciative.

Staff -

- Karen Barowsky is our new Marketing person. She is doing a great job and has presented wonderful innovative ideas.
- Kenzie Oliver is our new Patron Service Staff member.
- Dani Christensen quit on December 27, 2024. We have an interim bookkeeper coming in to help. Her name is also Danni, she works at Three Rivers Library District. We are currently hiring for the Bookkeeper/Office Manager position.
- Our Programming staff is starting on our Summer Adventure Program, it will be here before we know it

Board -

- With the eclipse falling on our April Board meeting, can we change the date to the following week? (April 15, rather than April 8)
- Ordinances (Financial) - sent by Roger

Misc -



Resa Mai <rmai@morrislibrary.com>

Richard Coulthard Endowed Fund

1 message

Roger Ritzman <rritzman@psnrb.com>
To: "rmai@morrislibrary.com" <rmai@morrislibrary.com>
Cc: "jnrachlin@meristemadvisors.com" <jnrachlin@meristemadvisors.com>

Tue, Dec 12, 2023 at 10:56 AM

Hello Resa:

This email supplements recent communications about the Estate of Richard Coulthard and his gift of an Endowment Fund to the Library District via his Trust.

The common definition of an endowment fund is a gift of money made to an institution to provide income.

Under the terms of the Trust, the gift to the Library District is restricted, i.e., the gift is for an endowment fund. As such, we should use net income from the Endowed Fund "only for the operating expenses of the District" (Declaration of Trust, 8/26/99, Section 2(c), page 4).

Prospectively, we should establish a separate fund known as the "Richard C. Coulthard Endowed Fund".

I recommend we pass an Ordinance confirming our acceptance of this Endowed Fund (Ordinance attached).

Please tweak the Ordinance as you see fit.

Roger A. Ritzman
Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.
[221 E. Illinois Street](#), P.O. Box 564
Wheaton, IL 60187-0564
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SECTION 2: Upon the death of my sister, or upon my death if my sister does not survive me, the trustee shall distribute the balance of the trust estate as follows:

- (a) 40% in value thereof to the RICHARD C. COULTHARD ENDOWED FUND FOR EXCELLENCE IN ENGINEERING at THE UNIVERSITY OF TEXAS AT AUSTIN COLLEGE OF ENGINEERING;
- (b) 30% in value thereof to the GRUNDY COUNTY UNITED FUND, INC., whose present address is 105 E. Main Street, Room 204, Morris, Illinois 60450-2150, to establish the RICHARD C. COULTHARD ENDOWED FUND. It is my desire that the net earned income from this fund should be used in such manner as the Board of Directors determines;
- (c) 30% in value thereof to the MORRIS AREA PUBLIC LIBRARY DISTRICT, whose present address is 604 N. Liberty Street, Morris, Illinois 60450, to establish the RICHARD C. COULTHARD ENDOWED FUND. It is my desire that the net earned income from this fund should be used only for the operating expenses of the District.



MORRIS AREA PUBLIC LIBRARY
BOOKS FOR ALL

**ORDINANCE CONFIRMING ACCEPTANCE
OF A RESTRICTED CASH DONATION**

(donation from the Richard C. Coulthard Trust)

ORDINANCE NO. 01082024 - RCT

**MORRIS AREA PUBLIC LIBRARY DISTRICT,
GRUNDY COUNTY, ILLINOIS**

WHEREAS, the Richard C. Coulthard Declaration of Trust dated August 26, 1999 (the Coulthard Trust) provides for a distribution of cash to the Library District; and

WHEREAS, the cash distribution to the Library District from the Coulthard Trust is 30% (thirty percent) of the balance of the Trust; and

WHEREAS, as stated in the Coulthard Trust, the gift to the Library District is in the form of an endowment as the Coulthard Trust restricts use of the cash gift, i.e., use of the net earned income only for the Library District's operating expenses; and

WHEREAS, the relevant portion of the Coulthard Trust describes the endowment fund to be established by the Library District as the Richard C. Coulthard Endowed Fund, i.e., 30% of the value of the Trust assets "to the Morris Area Public Library District to establish the Richard C. Coulthard Endowed Fund. It is my desire that the net earned income from this fund should be used only for the operating expenses of the District."; and

WHEREAS, the relevant excerpt from the Coulthard Trust is attached; and

WHEREAS, the Library District wishes to accept the cash gift from the Coulthard Trust on the terms stated; and

WHEREAS, the amount of the generous cash gift to the Library District is \$1,574,396; and

WHEREAS, the Library District will invest the Richard C. Coulthard Endowed Fund in accordance with applicable statutes.

NOW, THEREFORE, IT IS ORDAINED:

- A. The Library District accepts the cash gift from the Coulthard Trust on the terms stated in the Coulthard Trust;
- B. The Library District will treat the cash gift from the Coulthard Trust as an endowment fund to be known as the Richard C. Coulthard Endowed Fund;



MORRIS AREA PUBLIC LIBRARY
BOOKS FOR ALL

- C. The Library District will invest the Richard C. Coulthard Endowed Fund in accordance with applicable statutes;
- D. The net earned income from the Richard C. Coulthard Endowed Fund shall be used only for the operating expenses of the Library District.

Passed by the Board of Library Trustees of the Morris Area Public Library District, this ____ day of _____, 2024.

Ayes: _____
Nays: _____
Absent: _____

Andrew Porth, President of the Board of Library Trustees
Morris Area Public Library District

ATTEST:

Angelique Minett, Secretary of the Board of Library Trustees
Morris Area Public Library District

https://psnrbc.com.sharepoint.com/sites/PS/Shared Documents/General/_1LIBRARYDIST/MORRIS/Resolution.CashDonation.docx



Resa Mai <rmai@morrislibrary.com>

Special Reserve Fund

1 message

Roger Ritzman <rritzman@psnrb.com>
To: "rmai@morrislibrary.com" <rmai@morrislibrary.com>
Cc: James Rachlin <jnrachlin@meristemadvisors.com>

Tue, Dec 12, 2023 at 10:04 AM

This email supplements recent communications about our Special Reserve Fund.

I recommend we pass an Ordinance confirming the status of our Special Reserve Fund (SRF) (Ordinance attached).

Attached simply for reference are copies of the two (2) relevant statutes.

Please tweak the Ordinance as you see fit.

Note the Ordinance should describe our plan and cost estimate (see Section 2).

Roger A. Ritzman

Peregrine, Stime, Newman, Ritzman & Bruckner, Ltd.

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2 attachments

(75 ILCS 16/40-50)

Sec. 40-50. Special reserve fund; plan.

(a) The board may, by ordinance, establish a special reserve fund, for the purpose of Section 40-5 or for emergency expenditures for the repair of an existing library building or its equipment. The board may transfer to the special reserve fund, each year, the unexpended balances of the proceeds received annually from annual public library taxes not in excess of statutory limits if (i) the board has resolved to develop and adopt a plan or plans as authorized in this Article and (ii) the board provides in the annual appropriation ordinance for accumulation of those unexpended balances.

(b) The plan required in this Section shall be developed in general form within 2 years of the adoption of the ordinance establishing a special reserve fund; the plan subsequently may be amended as circumstances may require.

(c) No plan is needed for the emergency expenditures from the special reserve fund for the repair of an existing library building or its equipment.

(Source: P.A. 87-1277.)

(75 ILCS 16/40-5)

Sec. 40-5. Buildings and equipment.

(a) Whenever the board determines or resolves to erect a building to be used as a library, purchase a site for erecting such a building, purchase a building, repair, remodel, or improve an existing library building, build an addition to an existing library building, furnish necessary equipment for a library building, or acquire library materials (such as books, periodicals, films, and recordings) and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building, the trustees shall proceed as follows:

(1) If a new building is to be erected or purchased or an existing library building is to be purchased, remodeled, repaired, improved, or an addition to an existing library building is to be erected, or necessary equipment is to be furnished, the board of trustees shall prepare a plan and an estimate of the cost. If a site or a building is to be purchased, the trustees shall make an estimate of the cost of the site or building.

(2) The trustees may then determine the funds that will be available from accumulations and the amount to be raised from a bond issue, by annual certification or by a mortgage.

(3) The trustees shall further determine the maximum term, not to exceed 20 years, over which they shall spread the collection of the cost of erecting a new building, remodeling, repairing, or improving an existing library building, erecting an addition to an existing library building, furnishing necessary equipment, purchasing and improving a site or building, or acquiring library materials (such as books, periodicals, films, and recordings) and electronic data storage and retrieval facilities in connection with either the purchase or construction of a new library building or the expansion of an existing library building.

(b) The secretary shall thereupon post notice of these proceedings and of the meeting when the financing of the acquisition or other project shall be determined. The notice shall specify the place where the plan and estimate are available for public inspection.

(c) For the purpose of Sections 40-5 through 40-30, the acquisition of library materials (such as books, periodicals, films, and recordings) and electronic data storage and retrieval facilities is considered to be in connection with the purchase or construction of a new library building or the expansion of an existing library building if the determination of the board of trustees to acquire the library materials is made within 5 years from the date that a new library building or the expansion of an existing library building is completed.

(Source: P.A. 87-1277.)



MORRIS AREA PUBLIC LIBRARY
BOOKS FOR ALL

**ORDINANCE TRANSFERRING FUNDS TO THE SPECIAL
RESERVE FUND**

ORDINANCE NO. 01082024-RM

**MORRIS AREA PUBLIC LIBRARY DISTRICT,
GRUNDY COUNTY, ILLINOIS**

Be it ordained by the Board of Library Trustees of the Morris Area Public Library District that, of the unexpended balances of the proceeds received annually from annual public library taxes (General Fund/Operating Fund), the sum of \$_____ shall be transferred to the Library District’s Special Reserve Fund.

PASSED this _____ day of _____, 2024 pursuant to roll call vote as follows:

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Andrew Porth, President of the Board of Library Trustees
Morris Area Public Library District

ATTEST:

Angelique Minett, Secretary of the Board of Library Trustees
Morris Area Public Library District

Andrew Porth, President of the Board of Library Trustees
Morris Area Public Library District

ATTEST:

Angelique Minett, Secretary of the Board of Library Trustees
Morris Area Public Library District

C:\Users\PSNRB\PSNRB\PS - General\LIBRARYDIST\MORRIS Ordinance Transferring Funds 23.rtf

