**Meeting Location**: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

**Board Members Present:**

Frank Buckingham – President

Darren Tracy – Vice President

Jane Bullock – Treasurer

Michelle Scott - Secretary

Brenda Johnson – City Liaison

Chris Cox

Tara Woods

**Absent:** Whitney Luebbers (excused), Keith Housewright (attending to family business)

**Also Present:** Cheryl Brinkmann (potential board member)

* Call to Order, Roll Call, and Introduction of Guests
* The meeting was called to order at 7:01pm
* Pledge of Allegiance
* Meeting Minutes – December 3, 2018
* **Jane made a motion to approve the meeting minutes**
* **Chris seconded the motion**
* **All were in favor and the motion passed (Brenda and Michelle arrived just after this vote)**
* Treasurers Report
* Library Bills
* Income/ Expenditures
* 59% of the fiscal year has passed, we have spent 58% of budget
* Bank Statements – the only activity is interest related
* Carol Westman funeral service requested donations in lieu of flowers
* Donations for the library amounted to $1022.50
* Jane provided information on interest rates on CDs
* Bank of Hillsboro
* 15 month – 2.45%
* 42 month – 3.10%
* Penalty for early withdrawl is the forfeiture of the previous 6 months interest (approximately $300)
* Bank First National
* 15 month – 2.17%
* 30 month – 2.85%
* US Bank
* 17 month – 2.23%
* 37 month – 2.47%
* 59 month – 2.71%
* **Chris made a motion to authorize the treasurer to transfer funds from the First National Bank in Carlyle, account number 19687, and to move that money in the name of the Case Halstead Public Library Board of Trustees and also any current and future donated funds to the CHPL into a new checking account at the Bank of Hillsboro in Carlyle and also to move most of that money into a 42 month CD in order to utilize an increased interest rate (3.10%) as opposed to 0.30% interest which is currently being offered at First National Bank in Carlyle.**
* **Michelle seconded the motion**
* **All were in favor and the motion passed**
* Frank and Jane will work (with Keith, if needed) to set up this account and CD in the name the CHPL Board of Trustees. The President and Treasurer of the Board will be required to provide signatures for any transactions.
* Library Director’s Report – In Writing
* Utility Report
* The electric bill remained lower than usual last month, bringing our yearly total average down
* Library Statistics
* Our Children’s and Young Adult numbers are up
* Report on November Events
* CHPL’s 12 days of Christmas events were popular, as was the Sounds of Harmony event, with a total of 250 patrons attending those events (an increase of over 60 from last year’s totals)
* Food for Fines/ Holiday Food drive was successful ($136 forgiven in fines
* The Carlyle Book Club is well attended and the participants are very involved in the club
* YS Report
* There was great participation during the December events
* More youth related programs were offered this year than ever previously. There were new programs and new elements added to existing programs
* Meet the Community Story time – very popular
* Participants: Police officers, firemen, mayor, business owners, community members
* New events: LEGO Club and Youth Advisory Board
* Summer Reading Program – big goals for this year
* STEAM Camp – partnered with City Park – very successful 5 weeks of camp with 35 kids signed up
* Science, Technology, Engineering, Art and Mathematics)
* Goals for the coming calendar year:
* Move around the Children’s area to better accommodate our growing attendance in story time as well as in other events
* Double the number of participants in our youth events
* Provide more of a variety of events for kids of all ages
* Learn how to best use and incorporate the 3-D printer, as well as other STEAM tools
* Yearly Staff Reviews
* Completed by Keith along with 3 goals that each staff member has listed for the coming year. These will be reviewed at the 6 month mark and again at next year’s evaluation. These reviews will be used while contemplating any staff raises this year.
* January Library Schedule
* Friday January 4 – 6pm – Family Movie Night: “Christopher Robin”
* Tuesday January 8 – 9:15pm – Winter Story Time plus craft
* Thursday January 10 – 4pm – LEGO club
* Saturday January 12 – 10am – Friends of CHPL meeting
* Monday January 14 – 4pm – STEM program: Recycled Robot
* Tuesday January 15 – 9:15am – Story Time plus craft
* Tuesday January 15 – 4pm – LEGO disaster island
* Wednesday January 16 – 4pm – Junior Book Club
* Wednesday January 16 at 5pm – YA Book Club
* Tuesday January 22 – 9:15am – Story Time plus craft
* Wednesday January 23 - 5pm – Youth Advisory Board
* Wednesday January 23 – 7pm – Carlyle Book Club: “By the Book” by Julie Sonneborn
* Thursday January 24 – 4pm – STEM program: Igloo engineering
* Monday January 28 – 5pm – Create Snowflakes
* Tuesday January 29 – 9:15am: Story Time plus craft
* Wednesday January 30 – 4pm – STEM program: snowball launcher and STEM challenge
* Saturday February 9 at 9am and 11am – the Corps of Engineers will hold annual Eagle Day here at the library. The Friends of the Library will also be holding a meeting during that time.
* To come: St. Louis Radio star at AM 590 (KFNS-AM) – Bill Clevlen – will return to the library this Spring
* To come: more STEM events this Spring
* Standing Committee Reports and Other Reports
* City council liaison
* Friends of CHPL
* Next meeting January 12 at 10am
* Policies and procedure committee
* Reading of Policies and Procedures and suggested changes
* Darren suggested more concise wording under IV Library Hours, B Holidays to reduce redundant wording (“the following”)
* Library succession policy – a sample policy was provided
* Public Comment - none
* Old Business
* Cheryl Brinkmann’s name will go before City Council for approval on 1/14/2019. She will fill Zach Huels unexpired term which ends June 30, 2019
* Published Yearly Board Schedule
* New Business
* Holiday Party – set date and time (and location)
* Current plan – Tuesday, January 29 at 6:30pm at either Dewey’s a local Mexican Restaurant (TBD)
* Carol Westman Memorial Funds (addressed above)
* Personnel Committee – Closed Session – NOT NEEDED
* Adjournment.
* **Darren made a motion to adjourn**
* **Tara seconded the motion**
* **All were in favor and the motion passed**
* Next meeting Monday, February 4, 2019 at 7pm