

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

**Date:** Monday, January 6, 2020

**Board Members Present:**

Frank Buckingham – President	Cheryl Brinkmann
Darren Tracy – Vice President	Tara Woods
Michelle Scott – Secretary	Whitney Kampwerth
Don Perez (city liaison)	Chris Cox
Doris Elling	

**Absent:** none

**Also Present:** Keith Housewright (library director), Horatio Guzman (board candidate)

- I. Call to Order, Roll Call, and Introduction of Guests
  - a. The meeting was called to order at 7pm
- II. Pledge of Allegiance
- III. Meeting Minutes – December 2, 2019
  - a. **Cheryl made a motion to approve the meeting minutes**
    - i. **Doris seconded the motion**
    - ii. **All were in favor and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills
    - i. Income – we made \$50.10 in fines, but we forgave \$147 in our Food for Fines program (food donated to Matthew 25 food pantry)
    - ii. expenditures – no specific notes
  - b. Income/ Expenditures Report
    - i. **58%** of the fiscal year has elapsed
      1. We have spent 58% of our budget
  - c. Bank Statements/ CD Report
    - i. Westman funds will be used for a new bookshelf
    - ii. Vonnhame funds and upcoming expected \$2500 deposit will contribute towards children’s collection
  - d. **Chris made a motion to approve the library bills as presented and to approve the treasurer’s report as submitted.**
    - i. **Don seconded the motion**
    - ii. **All were in favor and the motion passed**
- V. Library Director’s Report
  - a. Utility Report
    - i. Our cost per square foot average for 2019 was \$1.36

- b. Library Statistics
- c. Report on December Events
- d. Staff Evaluations
  - i. Reviewed past goals and developed some plans for training and discussed new goals. Current focus: customer service
- e. 1000 Books Before Kindergarten/ First Baby Born in Clinton Co.
- f. YS Report
  - i. 12 Days of Christmas went well
  - ii. The Santa Claus event had over 200 attendees
  - iii. Chelsea plans to focus on fewer, but more focused events that would attract more patrons
  - iv. Plans to open up the kids area to provide more space for our children's programs
  - v. Looking forward to the Summer Reading Program 2020! – "Dig Deeper, Read, Investigate, Discover"
- g. January Library Schedule (see attached)
- h. Library Crawl
  - i. This is a national event, but this event allows patrons that visit at least 5 libraries between Jan 10 -27 to be entered to with a prize at their home library
  - ii. Cheryl suggested that our board members visit other libraries together
- VI. Standing Committee Reports/ Other Reports
  - a. City Council Liaison – no comment
  - b. Friends of CHPL
    - i. Printed report for 2019 was provided. We are very thankful for the support of the Friends!
      1. Book sales for 2019: \$2423
      2. Little Library to be installed at West Access campground in Spring 2020
      3. Monetary support of the Summer Reading Programs
      4. Weeding/ Spring clean-up
      5. Replaced 2 dead trees on west side
      6. Field trip to St. Louis Central Library in August 2019
      7. Purchased Book Sale banner
      8. Decorated Library for Christmas
      9. Planned/ hosted a community Christmas program
      10. Voted to discontinue 501c3 status in February, 2019
        - a. Chris had some questions about this and Frank will be looking into it.
      11. Fruit platters/ staff appreciation during National Library Week
    - ii. Next meeting is Saturday, January 11 at 10am
- VII. Public Comment - none
- VIII. Old Business
  - a. Holiday Party for Library Board – January 28, 2020
  - b. Board of Trustees Schedule for 2020 – First Monday's except for Tuesday September 8
    - i. Thought were raised to replace the December meeting with a holiday gathering

- IX. New Business
  - a. Treasurer position still open
  - b. Michelle's last meeting will be February 2020 as she plans to take some time to focus on her business
  - c. Tara indicated that she would be willing to fill the position of Secretary
- X. Personnel Committee
  - a. Director review is complete, and we have developed tools to help us streamline this process in the future...thanks for continuing to do a great job, Keith! Always things to work on, but the general trend is very positive
  - b. We created objectives to review/ re-visit next year
  - c. Closed Session – not required.
- XI. Trustee Education (Trustee Facts File)
  - a. Trustee Review of Trustee Facts File Chapters 11-14 (Fundraising, Advocacy, Public Relations and Trustee Continuing Education
- XII. Adjournment
  - a. Darren **made a motion to adjourn at 8:10p**
    - i. **Michelle seconded the motion**
    - ii. **All were in favor and the motion passed**
  - b. Next meeting **Monday, February 3, 2020** at 7pm

Respectfully,

Michelle Scott, Secretary