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

**Board Members Present:**

Darren Tracy – Vice President

Jane Bullock – Treasurer

Michelle Scott – Secretary

Brenda Johnson – City Liaison

Tara Woods

Cheryl Brinkmann

**Absent:** Frank Buckingham (excused), Whitney Luebbers (excused), Chris Cox (excused)

**Also Present:** Keith Housewright (library director)

1. Call to Order, Roll Call, and Introduction of Guests
   1. The meeting was called to order at 7:02 PM
2. Pledge of Allegiance
3. Swearing in of Cheryl Brinkmann as new Board member
   1. Cheryl was sworn in by Darren
4. Meeting Minutes – January 7, 2019
   1. **Jane made a motion to approve the meeting minutes**
      1. **Brenda seconded the motion**
      2. **All were in favor and the motion passed**
5. Treasurers Report
   1. Library Bills
   2. Income/ Expenditures
      1. 67% of the fiscal year has elapsed, and our expenditures are 62.9% of our budget
   3. Bank Statements
      1. Our First National Bank account is now closed with a balance of $0
      2. The money from that fund ($18,350.48) was put into a new 42 month CD at the Bank of Hillsboro under Case Halstead Public Library Board of Trustees and should earn 3.1% interest
         1. This is more than 10 times the amount of interest that we were previously earning on this money.
      3. The money donated in memory of Carol Westman prior to the last meeting, plus additional donations received since that time have been deposited into a checking account at The Bank of Hillsboro and contains $1,295.50 as of the February 4. This account is ‘Case Halstead Public Library Board of Trustees. Keith continues to receive donations in Carol’s name.
         1. This account requires the signatures of the President and Treasurer to withdraw funds
         2. Keith is considering purchasing a book display from Egyptian (that would match our current furniture) in Carol’s memory. This could be a permanent and useful memorial.
      4. We now have a savings account, a checking account and 2 CDs at the Bank of Hillsboro
   4. Brenda mentioned that she would like to see us approve library bills even though they are generally already paid.
   5. **Brenda made a motion to accept the library bills**
      1. **Michelle seconded the motion**
      2. **All were in favor and the motion passed**
6. Library Director’s Report
   1. Utility Report
      1. The electric bill remained lower than the previous month and also lower than the same month last year
      2. Our main heater unit and also the fireplace starter stopped working last week on Wednesday (the temperatures were close to zero, with much colder windchills), causing Keith to need to close the library early a couple of days in a row due to cold conditions in the library. Likely, this was caused by the county-wide power outage which occurred when a transformer caught fire.
         1. JoAnn had called Keith to see if the library could be used as a warming center during the extreme temperatures, but since our building was not adequately heated, we were not able to perform this service.
      3. The lighted sign outside also stopped working on Wednesday but should be repaired this week.
   2. Library Statistics
      1. The library numbers remain fairly consistent, with an increase over last year.
   3. Report on January Events
      1. The Scholastic Book Fair sold $790 worth of product. Half of that amount will be spent on children’s books
      2. There was discussion about better timing for the book fair that would not conflict with the school’s book fairs and that might provide a bigger opportunity to bring patrons into the library (for example, bringing the bookmobile for touring and having a big event)
         1. Keith will look into timing options
   4. YS Report
      1. There were 15 youth programs in January (compared to 6 programs in January 2018). Attendance was doubled, which was a great start to the year!
      2. Some examples of youth programs include: Family Movie Night, Story Time, Reading at the grade school, Tot time, Lego club, STEAM programs, Meet the Community Story times, Junior and YA book club, etc.
   5. February Library Schedule
      1. Feb 5 – 9:15 – Story Time
      2. Feb 6 – 5p – Snowball Launcher STEM Program
      3. Feb 9 – 830-12 - Eagle Day – co-hosted by the U.S. Army Corps of Engineers
      4. Feb 11 – 5pm – String Art
      5. Feb 11 – 6:30pm – Native American Homes Night
      6. Feb 12 – 9:15 – Story Time
      7. Feb 12 – 5pm – Friendship Bracelet Workshop
      8. Feb 14 – 4:30p – Valentines STEM program
      9. Feb 14 – 4pm – Lego Club Valentine’s Special
      10. Feb 19 – 9:15am – Story Time
      11. Feb 19 – 5pm – STEAM Ahead
      12. Feb 20 – 4pm – Jr. Book Club
      13. Feb 20 – 5pm – YA Book Club
      14. Feb 20 – 7pm – Carlyle Book Club “The Nightingale”
      15. Feb 21 – 5pm – Dungeons and Dragons
      16. Feb 23 – 1030 and 11a – CHPL Kid’s Yoga with Aggie Becker
      17. Feb 26 – 9:15 – Story Time
      18. Feb 26 – 6p – Lego Challenge: Wind Surfers STEM event Special
      19. Feb 27 – 5p – Youth Advisory Board
7. Standing Committee Reports/ Other Reports
   1. City Council Liaison – no comment
   2. Friends of CHPL
      1. Next meeting Feb 9 at 10am
8. Public Comment - none
9. Old Business
   1. Carol Westman Memorial Funds
   2. Holiday Party – Feb 5 – **POSTPHONED - TBD**
   3. Vote on Policies and Procedures changes (summarized below)
      * 1. Limits on the amount of materials that someone using a youth card (linked to an adult card) can check out.
        2. Clarifies youth library cards
        3. Library Director Succession Party/ what to do in case of sudden loss of library director
      1. **Made a motion to waive the first reading of the changes to the Policies and Procedures** 
         1. **Jane seconded the motion**
         2. **All were in favor and the motion passed**
      2. **Michelle made a motion to accept the changes to the Policies and Procedures as presented**
         1. **Jane seconded the motion**
         2. **All were in favor and the motion passed**
10. New Business
    1. Schedule Budget Committee Meeting - TBD
11. Personnel Committee – Closed Session – NOT NEEDED
12. Adjournment.
    1. **Michelle made a motion to adjourn**
       1. **Cheryl seconded the motion**
       2. **All were in favor and the motion passed**
    2. Next meeting Monday, March 4, 2019 at 7pm