

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

Board Members Present:

Frank Buckingham – President	Whitney Luebbers
Darren Tracy – Vice President	Chris Cox
Jane Bullock – Treasurer	Cheryl Brinkmann
Michelle Scott – Secretary	Tara Woods (for final motion only)
Brenda Johnson – City Liaison	

Absent:

Also Present: Keith Housewright (library director)

- I. Call to Order, Roll Call, and Introduction of Guests
 - a. The meeting was called to order at 7:00 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – April 1, 2019
 - a. **Jane made a motion to approve the meeting minutes**
 - i. **Chris seconded the motion**
 - ii. **All were in favor and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills
 - i. **Brenda made a motion the library bills as presented (and previously paid)**
 1. **Whitney seconded the motion**
 2. **All were in favor and the motion passed**
 - b. Income/ Expenditures
 - i. **92%** of the fiscal year has elapsed, and our expenditures are **87%** of our budget
 - c. Bank Statements
 - i. We received a nice summary and statement from the Bank of Hillsboro
 - ii. Interest has been added
 1. Note that we made \$48.49 in interest on one of our CDs
 2. Brenda mentioned that we should try to get a better rate on the CD with a 0.4% interest rate when it comes due.
 - iii. The first \$2500 deposit was made into our checking account from the Vonhamme family.
 - d. **Chris made a motion to accept the library bills**
 - i. **Cheryl seconded the motion**
 - ii. **All were in favor and the motion passed**
- V. Library Director’s Report
 - a. Utility Report

b. Library Statistics

- i. Patron count was slightly down from the previous month (the library was closed on Good Friday and the following Saturday). However, the overall circulation continues to grow steadily each month.
- ii. Because Chelsey will be full time as of 5/8, Keith will be able to take more time to analyze library statistics and create reports which will help us to follow the progress of the library
- iii. Keith is working towards determining a healthy median between having more programs which take up more staff time, and focusing on increasing circulation

c. Report on **April** Events

i. May events

1. May 2 – Dungeons and Dragons
2. May 3 – Family Movie Night
3. May 7 – Story Time
4. May 7 – Coding 101
5. May 9 – Junior Jams
6. May 9 – Lego Club
7. May 10 – Video Gaming
8. May 14 – Story Time
9. May 14 – Rocket Flinger Program
10. May 15 – Jr. Book Club
11. May 15 – YA Book Club
12. May 16 – Dungeons and Dragons
13. May 16 – Tot Time
14. May 20 – Exploring Circuits
15. May 21 – Story Time
16. May 21 – STEAM Ahead
17. May 22 – Youth Advisory Board
18. May 23 – Robotics 101 – Coloring Bot
19. May 27 – CLOSED for Memorial Day
20. May 28 – Story Time
21. May 28 – Storybook STEAM
22. May 29 – Blind Building LEGO challenge
23. May 29 – Kid's Yoga
24. May 30 – Dungeons and Dragons
25. May 30 – Engineering Hour

d. YS Report

- i. There are some great events planned for the Summer Reading Program including:
 1. June 4 – 2p – Celia's Sing-a-Long
 2. June 11 - 2p – Mad Science
 3. June 18 – 2p – Rusty Pliers
 4. June 25 – 2p – Fred and His Feathered Friends
 5. July 16 – 2p – Chef Bananas

6. July 9th – 2p – Twisty and Bounce
 7. A big kickoff party is being planned
 - ii. Chelsey is working with the Corp of Engineers and the City Parks Department to plan the 2nd Annual STEAM Camp.
 - iii. Our library is also hosting a SWAYS (Southwest Advocates for Youth Services) meeting this week
- VI. Standing Committee Reports/ Other Reports
- a. City Council Liaison
 - i. This was Brenda's last meeting as City Council Liaison for the Case Halstead Public Library Board. She has served on the Board since 2013 and expressed her enjoyment and having been a part of the growth of our library. The Board has been incredibly lucky to have someone as dedicated and active as Brenda to provide council
 - b. Friends of CHPL
 - i. Next meeting May 11 at 10am
 - ii. Book Sale May 2-9, 2019
- VII. Public Comment - none
- VIII. Old Business
- a. FY2020 Budget Update/ YA Assistant Status
 - i. Keith met with the City Administrator and the Mayor after submitting our budget to talk about moving Chelsey to full time. Keith was able to demonstrate that the library typically does not spend its entire budget and that we have enough to pay for Chelsey. The city may incur additional costs while providing benefits. Keith agreed to cut back costs in our approved budget in order to have Chelsey come on full time. Keith does not foresee any problems in working within the means of our budget. Keith also forewent his raise to allow the staff to get their raises and to allow Chelsey to move to full time
 - ii. \$222,385 is our official budget for the coming fiscal year (2019-2020)
 - b. There was discussion about reviewing the deed for the library building to make sure that all the information is correct
- IX. New Business
- X. Personnel Committee – Closed Session – NOT NEEDED
- XI. Adjournment.
- a. **Darren made a motion to adjourn at 8:22**
 - i. **Michelle seconded the motion**
 - ii. **All were in favor and the motion passed**
 - b. Next meeting Monday, Jun 3, 2019 at 7pm

Respectfully,

Michelle Scott, Secretary

