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

**Date:** Monday, November 4, 2019

**Board Members Present:**

Frank Buckingham – President

Darren Tracy – Vice President

Michelle Scott – Secretary

Don Perez (city liaison)

Doris Elling

Cheryl Brinkmann

Tara Woods

**Absent:** Whitney, Chris (note: Treasurer’s position is still open)

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

1. Call to Order, Roll Call, and Introduction of Guests
   1. The meeting was called to order at 7pm
2. Pledge of Allegiance
3. Meeting Minutes – October 7, 2019
   1. **Cheryl made a motion to approve the meeting minutes with the correction indicating that Tara was present at the meeting in September**
      1. **Doris seconded the motion**
      2. **All were in favor and the motion passed**
4. Treasurer’s Report
   1. Library Bills
   2. Income/ Expenditures Report – October \Report
      1. 42% of the fiscal year has elapsed
         1. we have spent 44.7% of our budget
            1. Note – this is expected to even out some as the year progresses. Staffing changes (youth services becoming full time) have us using more of our budget than in previous years.
         2. We have brought in 44.2% of our budgeted income
   3. Bank Statements/ CD Report
   4. **XXXX made a motion to approve the library bills as presented and to approve the treasurer’s report as submitted.**
      1. **XXXX seconded the motion**
      2. **All were in favor and the motion passed**
5. Library Director’s Report
   1. Utility Report
   2. Library Statistics
   3. Report on OctoberEvents
      1. Legends and Lore of Carlyle
      2. Events were well attended, with 35 attendees to the DIY Trick or Treat Bag and 150 stopping by for the business trick or treat. Story Time also continues to be well attended with an average of approximately 16 attendees.
   4. Staff Meeting Report
   5. Illinois Library Association Annual Meeting October 21-24, 2019 report
      1. Keith had great things to say about the conference and enjoyed networking with other librarians.
   6. Incident Report and Staff Concerns
      1. A belligerent patron caused some discomfort with staff. A report was filed and the police were contacted. Keith plans to work with staff to encourage them to call the police sooner if needed. He plans to have an officer come to speak with the staff about what to do if they feel uncomfortable.
      2. Discussion was had about our policies in handling/ banning belligerent patrons
   7. YS Report
   8. November Library Schedule – Handout Provided at meeting
6. Standing Committee Reports/ Other Reports
   1. City Council Liaison – no comment
   2. Friends of CHPL
      1. We are very grateful to the Friends for providing the funds for our replacement trees
      2. Next meeting is Saturday, November 9 at 10am
      3. Officers will be elected at the December meeting.
      4. Christmas Decorations, Nov 23 at 9:30am
      5. Fall Book Sale Numbers – the book sale was successful!
      6. Upcoming:
         1. “1000 books before kindergarten”
         2. Sat Feb 8, 2020 – Corps Eagle Day
7. Public Comment - none
8. Old Business
   1. Trees – have been replaced
   2. T-Shirts
9. New Business
   1. Holiday Party for Board – potentially after the holidays, in January?
   2. Potential plan – celebration for the Blues Stanley Cup win?
10. Personnel Committee
    1. Closed Session – not needed
    2. Board members were provided with a library director survey/evaluation.
    3. *PLEASE SUBMIT THESE TO MICHELLE. Keith will send out a digital form as well, so if board members would prefer to fill these out digitally, please do so in a different color or highlighted text and forward to MICHELLE –* [*Michellescottdvm@gmail.com*](mailto:Michellescottdvm@gmail.com) *with subject line Director Eval Nov 2019* ***DUE DATE: Please submit these by 11/18/19.*** *(Other submission options – drop them off in an envelope at the animal hospital or the library)*
11. Trustee Education
    1. Chapter 2, Standards for Illinois Libraries, “Governance and Administration”
    2. See: <https://www.ila.org/store/product/4/serving-our-public-30-standards-for-illinois-public-libraries-2014>, or see Keith for our library’s copy!
12. Adjournment
    1. **Darren made a motion to adjourn at 8:10**
       1. **Michelle seconded the motion**
       2. **All were in favor and the motion passed**
    2. Next meeting **Monday, December 2,** 2019 at 7pm

Respectfully,

Michelle Scott, Secretary