

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

**Date:** Monday, December 7, 2020

**Board Members Present:**

Frank Buckingham – President	Chris Cox	
Darren Tracy – Vice President	Cheryl Brinkmann-Treasurer	Don Perez-City Liaison
Tara Woods-Secretary	Doris Elling	Whitney Kampwerth

**Board Members Absent: Horatio Guzman**

**No Visitors Present at Meeting**

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

- I. Call to Order, Roll Call, and Introduction of Guests
  - a. The meeting was called to order at 7:02pm
- II. Pledge of Allegiance
- III. Meeting Minutes –November 2, 2020
  - a. **Don made a motion to approve the meeting minutes as proposed**
    - i. **Doris seconded the motion**
    - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills-November 2020
    - i. Winterized sprinkler system
    - ii. January 1-minimum wage will adjust to \$11/hour, affecting three employees
  - b. Income/ Expenditures Year to Date Reports - October 2020
    - i. **50%** of the fiscal year has elapsed
      1. We have spent **44.8%** of our budget
  - c. Bank Statements/ CD Report
    - i. A statement of interest earned was provided during the meeting
  - d. **Darren made a motion to approve the library bills treasurer’s report as submitted.**
    - i. **Chris seconded the motion**
    - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
  - a. Utility Report October 2020-monthly average is down due to COVID-19 schedule changes
    - i. Some discussion about new outdoor LED bulbs being installed with help from the City of Carlyle
    - ii. Diversified Services, Highland, will send a representative to provide a quote on pruning
  - b. Library Statistics November 2020
    - i. Circulation remains consistent from October to November despite numerous Covid-related changes during the two months
  - c. COVID-19 Report
  - d. Report on November Events

- i. First virtual book club meets this Wednesday, December 9
    - ii. Looking ahead-Eagle event on January 30 will not be held on site, but CHPL will still be involved, providing “grab-n-go” bags
  - e. YS Report (November)
    - i. Chelsey continues to offer virtual opportunities
      - 1. Virtual events are well-attended, including 1800 views for Family Reading Night with a Firefighter
- VI. Standing Committee Reports/ Other Reports
  - a. City Council Liaison – Don contact Keith about the flower fund, and Keith will contact City Hall in the event of being in need of flowers
  - b. Policies and Procedures Committee-Whitney, Keith, and Frank have not been able to meet, but Whitney has sent a document that the others will review
  - c. Friends of CHPL
    - i. Meeting Report
      - 1. They’d like to change to monthly meetings instead of quarterly
      - 2. Martha Sinclair is now President
      - 3. They are concerned about the leaves, and Cheryl assured them the leaves will be vacuumed
- VII. Public Comment - none
- VIII. Old Business
  - a. “Flower Fund”-We can have a fund of our own, or Keith can contact the City of Carlyle
- IX. New Business
  - a. Library Board Meeting 2021 Dates
    - i. Darren mentioned that not meeting in December and January should be considered
      - 1. Some discussion was had about further reviewing the bylaws in regards to this idea
    - ii. **Cheryl motioned to accept the proposed meeting schedule for 2021 as presented**
    - iii. **Darren seconded the motion**
    - iv. **All were in favor, and the motion passed**
  - b. Gift Acknowledgement Form for CHPL
    - i. Chris suggested a signature line be added to be filled in by a library staff member or Board member
    - ii. Cheryl suggested Keith and a Board member should sign
- X. Personnel Committee
  - a. Closed Session – not required
- XI. Trustee Education (Trustee Facts File)
  - a. <http://cyberdriveillinois.com> was suggested as a good source of information.
- XII. Adjournment
  - a. **Darren made a motion to adjourn at 8:04 pm**
    - i. **Cheryl seconded the motion**
    - ii. **All were in favor, and the motion passed**
  - b. Next meeting **Monday, January 4, 2021** at 7pm

Respectfully,

Tara Woods

