

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

**Date:** Monday, June 1, 2020

**Board Members Present:**

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

**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 7:00pm
- II. Pledge of Allegiance
- III. Meeting Minutes –May 4, 2020
  - a. **Doris made a motion to approve the meeting minutes as proposed**
    - i. **Cheryl seconded the motion**
    - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills-discussion to clarify Da-Com expenditures and in-advance summer reading expenditures
  - b. Income/ Expenditures Report - May
    - i. **100%** of the fiscal year has elapsed
      1. We have spent **91.4%** of our budget
  - c. Bank Statements/ CD Report
    - i. A statement of interest earned was provided during the meeting
  - d. **Don made a motion to approve the library bills treasurer’s report as submitted.**
    - i. **Doris seconded the motion**
    - ii. **All were in favor, and the motion passed**
  - e. We anticipate the city will be approving our budget soon
- V. Library Director’s Report
  - a. Utility Reports March & April 2020
    - i. A change in utilities is expected with the statewide shutdown
  - b. Library Statistics May 2020
    - i. Changes in circulation can be attributed to the statewide shutdown
    - ii. 3M Cloud circulation continues to be up
  - c. Report on May Events
    - i. Online events and services have been well-attended, with 1,421 total views
  - d. YS Report (May)
    - i. Chelsey’s events have been well-attended, with a total of 1,247 views
  - e. Library Schedule online at Facebook.com/casehalstead

- f. Looking at continuing Curbside Service Plan until the opening of the next phase in IL
- VI. Standing Committee Reports/ Other Reports
  - a. Policies and Procedures Committee-will look at in July
  - b. City Council Liaison – Next Monday, the budget will be looked at, the shutdown has impacted the city’s finances
  - c. Friends of CHPL did not meet in April
    - i. Some discussion amongst the Board regarding the staining of the lower stone on the north side of the library, Power washing was suggested
    - ii. Little Library
    - iii. The Book Sale has been delayed due to shutdown
- VII. Public Comment - none
- VIII. Old Business
  - a. Budget Discussion
- IX. New Business
  - a. Curbside Service, which begins June 8, will be provided through our in-house collection and has been outlined with input from area library directors as well as CHPL staff. Services such as copies and faxes are also being provided. The service will begin with three days a week of service, to be adjusted as necessary. Banners with our phone number will be attached to the fence to advertise the service, and a sign will be posted on the front door(s). The staff have been proactive at predicting possible problems and are developing solutions. Expired library cards will be automatically extended until September 1.
  - b. Summer Reading Program, June 15-July 10, will be online. The theme is Dig Deeper: Read, Investigate, Discover. There will be two “live” online events. The other four previously-scheduled events will happen later in the year.
- X. Personnel Committee
  - a. Closed Session – not required.
- XI. Trustee Education (Trustee Facts File)
  - a. Cheryl Brinkmann presented on ALA Webinar, “Extending Library Reach.”
    - i. Presenters were from St. Charles, IL. Many of their outreach ideas were things that Chelsey is already doing. Cheryl suggested creating a partnership between the Bookmobile and CHPL to reach out to the Carlyle Healthcare Center. The Assisted Living has a library, so our books would be at Supported Living and the Nursing Home.
    - ii. Outreach to the Carlyle Healthcare Center wouldn’t be available until Phase 4.
- XII. Adjournment
  - a. **Darren made a motion to adjourn at 8:10pm**
    - i. **Don seconded the motion**
    - ii. **All were in favor, and the motion passed**
  - b. Next meeting **Monday, July 6, 2020** at 7pm

Respectfully,

Tara Woods