

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

Date: Monday, October 5, 2020

Board Members Present:

Frank Buckingham – President	Chris Cox	Whitney Kampwerth
Darren Tracy – Vice President	Cheryl Brinkmann-Treasurer	Horatio Guzman
Tara Woods-Secretary	Doris Elling	

Board Members Absent: Don Perez

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 –September 8, 2020
 - a. **Chris 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-September 2020
 - i. Unemployment benefits paid during Covid Shutdown were discussed. A staff member filed for unemployment, as she was eligible.
 - ii. Indoor movie license was paid, rather than allowing it to lapse and trying to reinstate, understanding that costs could increase if we allowed it to lapse.
 - iii. Cheryl suggested writing a “thank you” to the Thurman family. Chris explained the specifics on how to properly acknowledge the gift.
 - iv. Chris inquired into which funds donations/gifts are deposited. Keith explained that these monies are deposited into the Bank of Hillsboro checking account.
 - v. Chris suggested that we take a look at following a specific, time-sensitive procedure for making deposits such as gifts/donations.
 - b. Income/ Expenditures Year to Date Reports - September 2020
 - i. **34%** of the fiscal year has elapsed
 1. We have spent **29.8%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - d. **Chris made a motion to approve the library bills treasurer’s report as submitted.**
 - i. **Darren seconded the motion**
 - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
 - a. Books are being purchased from the Vonnahme Fund.
 - b. Utility Report September 2020

- c. Library Statistics September 2020
 - i. Total circulation is increasing as we are able to increase our hours and capacity
- d. Book Club will return on the 28th of this month.
- e. COVID-19 Report
 - i. We've had as many as five staff members quarantined. Keith recognized Carolyn Boeker for her helpful assistance with training the staff. Consistent training has been complicated due to quarantines. We may be able to open in the afternoons. Keith has followed-up on Chris's suggestion from last month, looking into electro-static sprayers. None have been purchased at this time, however, Keith is taking it into consideration. Chris requested that Keith find out if we can bring in even more fresh air through our units.
- f. New Hire Report-Our third new hire is doing a wonderful job.
- g. Report on September Events
 - i. Online events and services have been well-attended
- h. YS Report (September)
 - i. Chelsey was unable to provide a formal report this month
- i. National Drive Electric Week Event-Successfully executed on September 26, 2020, with varied participants and enthusiasts. The event received coverage in a minimum of three local/nearby publications
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – Don was absent this evening
 - b. Policies and Procedures Committee-Whitney is currently reviewing
 - c. Friends of CHPL
 - i. Meeting Report-asked the Board to support our Little Library at the Lake, Frank took care of trimming hedges near the electronic sign
 - ii. Support of Little Library at the Lake
- VII. Public Comment - none
- VIII. Old Business
 - a. Gifts/Memorials for CHPL-Keith is working with Serpentine on generating a web "portal" for monetary gifts/donations, Chris brought up being aware of different payment mechanisms and their compatibility with our website
- IX. New Business
 - a. No new business
- X. Personnel Committee
 - a. Closed Session – not required
- XI. Trustee Education (Trustee Facts File)
 - a. <http://cyberdriveillinois.com> was suggested as as good source of information
- XII. Adjournment
 - a. **Darren made a motion to adjourn at 7:48pm**
 - i. **Cheryl seconded the motion**
 - ii. **All were in favor, and the motion passed**
 - b. Next meeting **Monday, November 2, 2020** at 7pm

Respectfully,

Tara Woods

