

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

**Date:** Tuesday, September 8, 2020

**Board Members Present:**

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

**Board Members Absent:** Horatio Guzman, Cheryl Brinkmann

**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 –July 6, 2020
  - a. **Doris made a motion to approve the meeting minutes as proposed**
    - i. **Darren seconded the motion**
    - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills-July & August 2020
    - i. Some discussion about Johnson Controls and the services they provide along with the associated cost and the frequency of the service. Frank asked for and received clarification on the difference between Johnson Controls’ service and Albers Heating and Cooling’s service.
  - b. Income/ Expenditures Year to Date Reports - June & July
    - i. **25%** of the fiscal year has elapsed
      1. We have spent **21.6%** of our budget
  - c. Bank Statements/ CD Report
    - i. A statement of interest earned was provided during the meeting
    - ii. Frank and Darren signed off on renewing our CD that matured. The new rate on this CD is 1.050% and the new maturity date is 8/17/2023
    - iii. Public Library Per Capita Grant was received 8/25/2020 and will be reflected in next month’s report
  - d. **Chris made a motion to approve the library bills treasurer’s report as submitted.**
    - i. **Don seconded the motion**
    - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
  - a. Utility Report June & July 2020
    - i. Cost per square foot is down
  - b. Library Statistics July & August 2020
    - i. Total circulation is climbing

- c. COVID-19 Report
  - i. Keith explained the policies the library is following due to Covid-19, including providing hand sanitizer and masks when necessary. Patrons have been compliant with providing contact information and wearing masks. Constant cleaning, faxing, copying, circulating material indoors as well as outdoors has required considerable manpower. Chris mentioned the consideration of an electromagnetic backpack cleaning system. Keith reported that three staff members are currently quarantined. Keith feels that for now, there is enough manpower.
- d. New Hire Report-Both new hires are very personable and fitting in well.
- e. Report on July Events
  - i. Online events and services have been well-attended
- f. YS Report (July/August)
  - i. Chelsey was unable to provide a formal report this month
- g. National Drive Electric Week Event-Scheduled for September 26, 2020
- h. The Back to the Future Event was not as heavily attended as we'd hoped, however, it

was

a quality event.

- VI. Standing Committee Reports/ Other Reports
  - a. City Council Liaison – Nothing to report
  - b. Friends of CHPL
    - i. A member mentioned improving the landscaping. Chris brought up the idea of inviting the Friends to one of our Board Meetings to discuss their thoughts on the landscaping.
    - ii. Book Sale- According to the Illinois Department of Commerce & Economic Opportunity guidelines, Keith feels that an outdoor Book Sale or a postponed Book Sale may be best this year.
- VII. Public Comment - none
- VIII. Old Business
  - a. Resumptions of Policies and Procedures Committee Work (from March)-procedures are in place and being followed. Keith will email us the most recent copy for review.
  - b. Gifts/Memorials for CHPL Update-Cheryl has distributed the pamphlet she generated and will discuss with us at our next meeting.
- 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 a good source of information
- XII. Adjournment
  - a. **Darren made a motion to adjourn at 7:55pm**
    - i. **Don seconded the motion**
    - ii. **All were in favor, and the motion passed**
  - b. Next meeting **Monday, October 5, 2020** at 7pm

Respectfully,

Tara Woods