

August Board Minutes

Minutes of Board of Trustees Meeting – August 1, 2022

Case-Halstead Public Library – Maddux Room, 550 Sixth St., Carlyle, IL 62231

Board Members Present:

Frank Buckingham - President	Valerie Nolte
Karen Jones	Tom Frerker
Cheryl Brinkmann – Treasurer	Angie Redeker
Jeff Taylor, City Liaison	Stephanie Wilton

Board Members Absent and Excused: Darren Tracy

Visitors Present: None

Present: Keith Housewright, Library Director

- I. Call to Order/Roll Call/ Introduction of Guests
 - a. Meeting was called to order at 7:00 PM by Frank Buckingham. Stephanie Wilton was welcomed as the newest member of the CHPL Board of Trustees.
- II. Pledge of Allegiance
- III. Meeting Minutes – June 6, 2022
 - a. Valerie Nolte made the motion to approve the Meeting Minutes
 - i. Tom Frerker seconded the motion
 - ii. All were in favor, motion passed
- IV. Treasurer’s Report—Cheryl Brinkmann
 - a. Bills discussed – June and July Bills reviewed
 - b. Cheryl Brinkmann pointed out that the Revenue/Expenditures report was complete for the 12 month ending April 2022 and Keith reported that the library had spent approximately 83 percent of its 2021-2022 budget. Keith said that the Revenue/Expenditure report from the City was not yet available for the new budget year.
 - c. Cheryl pointed out that Keith had purchased a laptop specifically for use in the Maddux Room for meetings and for Keith when doing Zoom meetings and meetings with video components.
 - d. Tom Frerker made a motion to approve the bills.
 - i. Karen Jones seconded the motion
 - ii. All in favor – motion passed
 - e. A discussion of the Certificates of Deposit accounts ensued. Frank had investigated potential rates for expiring CD’s and the board agreed on re-financing at the highest available percentage rate.
 - f. Tom Frerker made a motion that Frank be able to renew the CD’s at the best possible rate given all considerations.
 - i. Valerie seconded the motion.
 - ii. All in favor—motion passed

- V. Library Director's Report—Keith Housewright
- a. Utility Report (included in packet)—Keith discussed how the hot weather had driven the May Electric bill up.
 - b. Library Statistics for June and July (included for review in packet). Circulation numbers continue to improve and with events happening, the overall attendance numbers are up. Keith had adjusted the reports to show (as a percentage of the 2019 numbers) how the library had improved since June and July of last year. Circulation numbers across all categories are nearly back at pre-pandemic levels.
 - c. YS Report - Story-Time has been well-attended. 56 children attended story time in June and 70 attended in July.
 - d. Summer Reading Program – A Report for Summer Reading Program was included in the Board packet. A total of 452 kids and adults attended the 5 programs, compared to 412 last year and 506 in the last pre-pandemic year. In total 129 kids participated in the Summer Reading Program and 43 adults participated in the Adult portion of the program too. Keith reported a lot of good publicity about the Summer Reading Program and clipped a few photos from the Union Banner and Breese Journal showing the various events. Keith also reported that he hopes to get the Friends of the Library, through the book sale, to support the entire Summer Reading Program in the future and he will talk with the Friends of the Library about that idea at an upcoming meeting.
- VI. Standing Committee Reports/Other Reports.
- a.
 - b. City Council Liaison – nothing to report
 - c. Friends of the Library – will meet Saturday, August 13th at 10am, Book Sale is doing very well currently.
- VII. Public Comment: None
- VIII. Old Business:
- CD Rates were discussed earlier in the Treasurer's Report portion of this meeting (See above)
- IX. New Business:
- A. None
 - B. Personnel Committee – No Closed Session Needed
 - C. Trustee Education: Facts File provides a variety of Trustee information – Board of Trustees urged to study areas independently. <http://cyberdriveillinois.com>
 - D. Adjournment: Tom Frerker, seconded by Angie Redeker. All were in favor – meeting adjourned at 7:46PM

NEXT MEETING: Tuesday, September 6, 2022 at 7:00PM

Meeting Minutes Submitted By: Keith Housewright

