

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

**Date:** Monday, October 7, 2019

**Board Members Present:**

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

**Absent:** none (note: Treasurer’s position is still open)

**Also Present:** Keith Housewright (library director), Doris Elling

- I. Call to Order, Roll Call, and Introduction of Guests
  - a. The meeting was called to order at 7pm
- II. Pledge of Allegiance
- III. Swearing in of new Trustee (Doris Elling) to the Library Board
  - a. Doris Elling was sworn in as board trustee by Secretary, Michelle Scott
- IV. Meeting Minutes – September 3, 2019
  - a. **Darren made a motion to approve the meeting minutes with the correction indicating that Tara was present at the meeting in September**
    - i. **Don seconded the motion**
    - ii. **All were in favor and the motion passed**
- V. Treasurer’s Report
  - a. Library Bills
  - b. Income/ Expenditures Report – August Report
  - c. Bank Statements/ CD Report
  - d. **Chris made a motion to approve the library bills as presented and to approve the treasurer’s report as submitted.**
    - i. **Cheryl seconded the motion**
    - ii. **All were in favor and the motion passed**
- VI. Library Director’s Report
  - a. Utility Report
  - b. Library Statistics
  - c. Report on September Events
    - i. Electric Car Event – well attended with car owners from multiple states
    - ii. Fill-the-Case (through Caring for Carlyle)
  - d. Staff Meeting Report
    - i. Focus: Customer Service

- ii. Also: Computer updates/ skills review
      - iii. Stacey Hilmes – will be cutting back hours to be a ‘rainy day’ staff member. No additional staff will be needed to be hired to fill lost hours.
    - e. Illinois Library Association Annual Meeting October 21-24, 2019 – Tinley Park
      - i. Keith will be attending.
    - f. Librarian’s Calendar
    - g. Per Capita Grant
      - i. \$4101.25 has been allotted to our library by the State. (\$1.25 per person)
    - h. YS Report
      - i. CHPL Halloween Spooktacular
        - 1. Includes Halloween Slime Making, Legends and Lore of Carlyle (Oct 25 at 6pm), Craft Nights, Story Times, Movie Marathons, etc!
          - a. See the salmon colored handout for reference
      - ii. Schools
        - 1. Lots of outreach
          - a. Tuesday reading at the Grade School
          - b. Extra Credit opportunities for the students in the YA and regular book clubs
          - c. See handout for event list!
      - iii. Upcoming
        - 1. Thanksgiving and Fall events
        - 2. 12 Days of Christmas
        - 3. Elf on the Shelf returns
      - iv. District Bookmobile fundraiser – at Dairy Queen, Oct 16, 5-9pm
    - i. October Library Schedule – See Handout
    - j. T-shirts are in process
- VII. Standing Committee Reports/ Other Reports
  - a. City Council Liaison – No official comment, but Don commented that he is receiving a lot of compliments about our library, especially from patrons with small children
  - b. Friends of CHPL
    - i. Next meeting is Saturday, October 12 at 10am
    - ii. Fall Book Sale – continues through October 10, 2019
      - 1. Over \$1000 raised so far
    - iii. Little Library
      - 1. Pre-built - Will be installed out at the lake. More information to come!
      - 2. (Note – the other little library is by Corps of Engineers and has been installed on Willow Path)
    - iv. Appointment of Liaison to CHPL Friends – meet second Saturday of the month at 10am
      - 1. **Cheryl and Doris volunteered to share this responsibility**
- VIII. Public Comment - none
- IX. Old Business
  - a. Trees

- i. Quote from Diversified Services for tree replacement (and removal of 2 dead trees) - \$550-\$600
          - ii. Andy from the City recommended that the City provide this service for us (likely for \$350 or less) – October Glory Maple was chosen as this may survive our climate more reliably
            - 1. Keith suggested to use money from our savings/ Maddux fund, but we may be able to find some citizen sponsors
              - a. Cheryl and Doris will discuss this with the friends
      - b. Library Committee Appointments
        - i. Budget – Frank, (Treasurer, when filled), Don? (city liaison)
          - 1. Don will check to make sure there is no conflict of interest with his position as Finance Chairman for the City
        - ii. Building and Grounds – Tara, Whitney, Cheryl
        - iii. Personnel - Michelle and Chris
          - 1. Potentially Vice President/ Darren as well
        - iv. Technology – Frank, Cheryl, Darren
        - v. Other committees will be appointed as needed
          - 1. Long Range Planning, Policies and Procedures, Development Committees
- X. New Business
  - a. Library Contact Forms
  - b. Chapter 2 – Governance and Administration
- XI. Personnel Committee – Closed Session
  - a. **Chris made a motion to enter closed session to discuss personnel**
    - i. Michelle **seconded the motion**
    - ii. **All were in favor and the motion passed**
    - iii. **Closed session was entered at 8:00p**
  - b. **The meeting was returned to open session at 8:20**
    - i. **Cheryl made a motion that we use the 360 evaluation process to evaluate the library director**
      - 1. **Don seconded the motion**
      - 2. **All were in favor and the motion passed**
- XII. Adjournment.
  - a. **Darren made a motion to adjourn at 8:23**
    - i. **Michelle seconded the motion**
    - ii. **All were in favor and the motion passed**
  - b. Next meeting **Monday, November 4, 2019** at 7pm
    - i. (Whitney and Chris will not be present)

Respectfully,

Michelle Scott, Secretary