

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

Date: Tuesday, September 3, 2019

Board Members Present:

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

Absent: note – the Treasurer’s position remains open for now

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. Meeting Minutes – August 5, 2019
 - a. **Darren made a motion to approve the meeting minutes with the correction indicating that Tara wrote the minutes in August**
 - i. **Don seconded the motion**
 - ii. **All were in favor and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills
 - b. Income/ Expenditures Report – July
 - c. Bank Statements/ CD Report
 - i. Signature cards have been amended to include Darren and remove Jane. Two signatures are still required to make changes.
 - ii. Every year, one of our CDs will mature. This will allow us to have some money available for unexpected expenses
 - d. **Chris made a motion to approve the library bills as presented (and previously paid) and to approve the treasurer’s report as submitted.**
 - i. **Michelle seconded the motions**
 - ii. **All were in favor and the motion passed**
- V. Library Director’s Report
 - a. Utility Report
 - b. Library Statistics
 - i. Keith suggested alternate shelving for children’s books to show off their covers, since books with just the spines showing don’t circulate well.
 - c. Report on August Events
 - d. YS Report

- i. 100 children attended events in August
 - ii. August is a time to evaluate previous events and get ready for Fall and then the holiday season
 - iii. Grandma Mimi book tasting – huge success!
 - iv. Holiday plans
 - 1. Halloween Spooktacular
 - 2. Annual Elf on the Shelf
 - 3. 12 Days of Christmas
 - e. Report on Vonnahme Event
 - f. September Library Schedule – See Handout
 - i. Sat. Sep 14 – National Drive Electric Week
 - ii. Thurs Sept 19 – Friends of the Library Fall Book Sale – will stay up for a few weeks
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – no comment
 - b. Friends of CHPL
 - i. Next meeting is Saturday, September 14 at 10am (Arrange Book Fair Schedule)
 - ii. Fall Book Sale – September 19 through Thursday, October 10, 2019
- VII. Public Comment - none
- VIII. Old Business
 - a. Trees, Concrete and Phil Lenzeni
 - i. We have two trees that need replaced – Keith will look into pricing options including checking with the parks department
 - ii. The concrete outside is cracking. Patching won't match exactly, but Keith will look into options for temporary or permanent repair
 - b. Library Board appointments
 - i. Doris Wells Elling
 - 1. **Cheryl made a motion that we nominate Doris Wells Elling to fill the vacant library board seat**
 - a. **Whitney seconded the motion**
 - b. **All were in favor and the motion passed.**
 - 2. Keith will submit her name at the next City Council meeting
 - c. Library T-shirts
 - i. LuAlice Kampwerth and her students are working on a t-shirt design for us
- IX. New Business
 - a. NDEW Electric Car Event
 - b. Willow Pond Little Library Sponsorship
 - i. Kim Hammel from the U.S. Army Corps of Engineers would like to work with the library to stock field guides in a little library to be built on the Willow Pond Nature Trail
 - ii. **Chris made a motion that we provide requested books to the Willow Pond Little Library project (estimated amount \$178.67)**
 - 1. **Darren seconded the motion**
 - 2. **All were in favor and the motion passed**

- c. Fill the Case Event
 - i. Cheryl is working with the Caring 4 Carlyle's Weekend Snack Bag Program and plans to set up a donation bin (or the display case) so that patrons can donate foodstuffs or money towards children in need of 'snacks'
- X. Personnel Committee – Closed Session – not needed
- XI. Adjournment.
 - a. **Darren made a motion to adjourn at 8:07**
 - i. **Tara seconded the motion**
 - ii. **All were in favor and the motion passed**
 - b. Next meeting **Monday, October 7, 2019** at 7pm

Respectfully,

Michelle Scott, Secretary