

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

Date: Monday, April 5, 2021

Board Members Present:

Frank Buckingham – President	Tara Woods-Secretary
Darren Tracy – Vice President	Don Perez-City Liaison
Cheryl Brinkmann-Treasurer	

Board Members Absent: Chris Cox, Whitney Kampwerth, Horatio Guzman

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 –March 1, 2021
 - a. **Cheryl made a motion to approve the meeting minutes**
 - i. **Darren seconded the motion**
 - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills-March 2021
 - i. No extreme expenses to report
 - b. Income/ Expenditures Year to Date Reports - March 2021
 - i. **83%** of the fiscal year has elapsed
 1. We have spent **73.4%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - d. **Don 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. Utility Report February 2021
 - i. Keith followed up with Chris’s inquiry regarding an HVAC replacement estimate
 1. Keith spoke with Curt Kapp from the Albers Heating and Cooling, and the rep. felt it is likely to replace specific components over time, but unlikely to replace an entire unit
 - b. Library Statistics March 2021
 - i. It has now been a full year since the library first shut down due to Covid
 - ii. Keith would like to see the patron count rise to 3000 again and believes it will with time
 - c. COVID-19 Report
 - i. As a result of opening, our curbside service numbers have lessened as our patron count has increased

- ii. Keith is meeting with Illinois Heartland and other libraries regularly to stay abreast of how they're handling the Covid restrictions and opening
 - iii. Keith is hoping to be able to allow groups to utilize the library for meetings soon
 - iv. Library Appreciation Day
 - 1. Cheryl ordered library cookies from Valerie McNurlen
 - 2. A pizza lunch will be provided
 - 3. Cheryl printed an official proclamation from the ALA site to be signed by board members and presented to library staff
 - d. Report on March & Future Events
 - i. No report on March events
 - ii. On April 24th, we're having a Drive Electric Earth Day
 - e. YS Report
 - i. No report this month
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – nothing to report
 - b. Budget Committee
 - i. Please see New Business
 - c. Friends of CHPL
 - i. They'd like to have a book sale in early May
 - ii. The Little Library will be placed on the west side of the library building
- VII. Public Comment - none
- VIII. Old Business
 - a. HVAC surge protector-Keith spoke with Curt Kapp of Albers Heating and Cooling
 - i. Curt did not believe that storms were the cause of any problems
- IX. New Business
 - a. Frank and Darren each spoke with individuals who are interested in learning more about being and/or being nominated for a member of the library board
 - b. Budget Committee Report
 - i. Keith presented the committee with a proposed budget that included a net increase of 3%
 - ii. The total proposed budget is \$232,971.60
 - iii. Cheryl made a motion to approve the proposed budget whereas, among other things, the library director's (Keith Housewright's) pay increases from \$54,590 to \$56, 228 effective May 7, 2021, the Youth Librarian's (Chelsey Hanke's) pay increases from \$34, 278 to \$35, 306 effective May 7, 2021, Carolyn Boeker's hourly wage increases from its current \$11.16 per hour to \$12.00 per hour, effective retroactively to January 1, 2021, and effective January 1, 2022, Carolyn Boeker's hourly wage will increase from \$12.00 per hour to \$13.00 per hour. Cheryl motions to approve the proposed budget including the above changes, pending review and approval by the city council.
 - iv. Darren seconded the motion
 - v. All were in favor, and the motion passed
 - vi. The Case-Halstead Public Library voted to increase their property tax levy by the maximum allowable amount under Truth-in-Taxation for the 2021 Budget.

1. Darren made a motion to increase the property tax levy by the maximum allowable amount under Truth-in-Taxation for the 2021 Budget.
 2. Cheryl seconded the motion
 3. All were in favor and the motion passed
- 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 8:24 pm**
 - i. **Don seconded the motion**
 - ii. **All were in favor, and the motion passed**
 - b. Next meeting **Monday, May 3, 2021** at 7pm

Respectfully,

Tara Woods