

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

Date: Monday, December 3, 2019

Board Members Present:

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

Absent: Michelle Scott (note: Treasurer’s position is still open)

Also Present: Keith Housewright (library director)

- 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 – November 4, 2019
 - a. **Don made a motion to approve the minutes with the amendments to items IV. d. and IV. d. i. to read that “Don” made a motion to approve the library bills as presented and to approve the treasurer’s report as submitted and that “Darren” seconded the motion.**
 - i. **Darren seconded the motion.**
 - ii. **All were in favor and the motion passed.**
- IV. Treasurer’s Report
 - a. Library Bills
 - b. Income/ Expenditures Report – October \Report
 - i. 50% of the fiscal year has elapsed
 1. we have spent 51.7% of our budget
 - a. Note – There was a short discussion to better understand the property taxes in the Library Fund.
 - 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. **Doris seconded the motion**
 - ii. **All were in favor and the motion passed**
- V. Library Director’s Report
 - a. Utility Report
 - b. Library Statistics-Keith is looking for a way to systematically compare our stats with those of similar-sized libraries.
 - c. Report on November Events
 - i. Ideas of how to spread the word of events were shared

- d. Staff Meeting Report-Staff watched an Active Shooter video and spoke with Officer Brethorst of the Carlyle PD about calling the police any time staff suspects they may need help.
- e. YS Report
- f. December Library Schedule – Handout Provided at meeting
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – no comment
 - b. Friends of CHPL
 - i. Next meeting is Saturday, December 14 at 10am (Officers are to be elected at this meeting.)
 - ii. Christmas Traditions/Night Before Christmas Evening at CHPL is Sat., Dec. 14 at 6pm. (Board Members are asked to contribute cookies for the event.)
- VII. Public Comment - none
- VIII. Old Business
 - a. Holiday Party for Library Board-TBD
- IX. New Business
 - a. Idea of “Generations Fund/Memorial Fund” was brought to the Board’s attention for consideration. Frank is looking into CHPL milestones upon which to possibly attach the kick-off of such a fund. Further discussion and possible vote to take place at January’s meeting.
- X. Personnel Committee
 - a. Closed Session – not needed
 - b. Board members were provided with a library director survey/evaluation.
 - c. *PLEASE SUBMIT THESE TO MICHELLE. Keith sent out a digital form as well, so if board members would prefer to fill these out digitally, please do so in a different color or highlighted text and forward to MICHELLE – Michellescottsvm@gmail.com with subject line Director Eval Nov 2019 (Other submission options – drop them off in an envelope at the animal hospital or the library)*
- XI. Trustee Education
 - a. Chapter 3, Standards for Illinois Libraries, “Personnel”
 - b. See: <https://www.ila.org/store/product/4/serving-our-public-30-standards-for-illinois-public-libraries-2014>, or see Keith for our library’s copy!
- XII. Adjournment
 - a. **Darren made a motion to adjourn at 7:50**
 - i. **Don seconded the motion**
 - ii. **All were in favor and the motion passed**
 - b. Next meeting **Monday, January 6, 2020** at 7pm

Respectfully,

Tara Woods