

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

Date: Monday, March 1, 2021

Board Members Present:

Frank Buckingham – President	Tara Woods-Secretary
Darren Tracy – Vice President	Chris Cox
Cheryl Brinkmann-Treasurer	Whitney Kampwerth

Board Members Absent: Doris Elling, Horatio Guzman, Don Perez

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 7:04pm
- II. Pledge of Allegiance
- III. Meeting Minutes –January 4, 2021
 - a. **Chris made a motion to approve the meeting minutes, with the correction to the date**
 - i. **Darren seconded the motion**
 - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills-January & February 2021
 - i. Routine maintenance
 - ii. Lunch purchased for staff during holiday clean up
 - b. Income/ Expenditures Year to Date Reports - December 2020 & January 2021
 - i. **76%** of the fiscal year has elapsed
 1. We have spent **66%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - ii. \$918.25 in interest was accumulated over the past year
 - d. **Chris made a motion to approve the library bills treasurer’s report as submitted.**
 - i. **Whitney seconded the motion**
 - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
 - a. Utility Report December 2020 & January 2021
 - i. Chris inquired about the HVAC system’s life expectancy
 1. Keith explained that we can expect 20 years from the system and that there is annual maintenance
 2. Chris requested a replacement estimate
 - ii. Frank asked about if the report included gas costs, and it does not
 - b. Library Statistics January & February 2021
 - i. In order to increase children’s circulation if we need to close in the future, Keith suggested posting images of children’s books online

- c. COVID-19 Report
 - i. Darren asked for information, next month, on how opening this month impacts curbside services
 - ii. The library officially reopened for “in-person” patronage today
 - iii. Darren suggested a “grand reopening” when covid restrictions are lifted
 - 1. Keith mentioned a book sale or the Summer Reading Program as a kicking off point
 - iv. Chris asked what we could do to show our appreciation for the staff
 - 1. Cheryl noted that Library Appreciation Day is April 6
 - 2. Chris suggested purchasing Dough Boy’s pizza for the staff
 - v. Chris noted that we should look at wage compression as a result of Illinois’s increased minimum wage
- d. Report on January & February Events
 - i. Matt Wilson, from the Sentinel wrote a feature on Chelsey Hanke
 - ii. Upcoming-April 22: Earth Day will be virtual, with an emphasis on Rivers and Trees
- e. YS Report
 - i. Chelsey continues to offer virtual opportunities
 - ii. Chesley will be attending online PD called Elementary STEM CON & Beyond
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison – not present
 - b. Policies and Procedures Committee
 - i. Reviewed in November
 - c. Friends of CHPL
 - i. Meeting was cancelled due to snow
- VII. Public Comment - none
- VIII. Old Business
 - a. HVAC surge protector-Keith had a meeting set up on this issue, but it was cancelled
- IX. New Business
 - a. Cheryl and Darren will be added to the budget committee
 - b. A committee meeting date was set for March 22 at 6pm
- 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 7:48 pm**
 - i. **Cheryl seconded the motion**
 - ii. **All were in favor, and the motion passed**
 - b. Next meeting **Monday, April 5, 2021** at 7pm

Respectfully,

Tara Woods