

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

Date: Monday, March 2, 2020

Board Members Present:

| | |
|-------------------------------|--------------------------|
| Frank Buckingham – President | Cheryl Brinkmann |
| Darren Tracy – Vice President | Don Perez (city liaison) |
| Tara Woods | |

Board Members Absent: Chris Cox, Doris Elling

Also Present: Keith Housewright (library director), Mr. Horatio Guzman

- 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 –February 3, 2020
 - a. **Cheryl made a motion to approve the meeting minutes**
 - 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 - February
 - i. **75%** of the fiscal year has elapsed
 1. We have spent **73.3%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - ii. A \$2500 donation was received from the Vonnahme family late last month
 - d. **Don made a motion to approve the library bills as presented and to approve the 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
 - b. Library Statistics
 - c. Report on February Events
 - i. Eagle Day-at least 250 in attendance
 - d. 1000 Books Before Kindergarten
 - i. Information has been taken to some doctors’ offices in town
 - e. Grandma Mimi Reading Challenge
 - f. YS Report
 - i. Chelsey is looking into Illinois Extension and 4H STEAM Kits
 - ii. Chelsey will be at DQ Reading Night March 10th
 - iii. Most SRP acts have been booked. Kick-off party is being planned.

- VI. Standing Committee Reports/ Other Reports
 - a. The Budget Committee Report
 - i. The Budget Committee met at 6pm this evening to view proposed FY2020 budget which amounts to a 5% increase overall. Keith reviewed the proposal with the Board. Many budget lines have no increase while others increased, accounting for anticipated possible changes in needs. The total proposed budget is \$233,656, an increase of \$11,127 over last year.
 - b. City Council Liaison – Complimented the library’s Youth Service programs
 - c. Friends of CHPL
 - i. Next meeting is Saturday, March 14th at 10am (Cheryl will attend.)
- VII. Public Comment - none
- VIII. Old Business
- IX. New Business
 - a. Annual Review of Policies and Procedures
 - i. Cheryl, Whitney, and Frank have volunteered to be on this committee.
 - ii. Should meet sometime in March with Keith to review policies and procedures and determine if any new policies or procedures are needed. Then they will present the information to the Board in April for approval.
- X. Personnel Committee
 - a. Closed Session – not required.
- XI. Trustee Education (Trustee Facts File)
 - a. Trustee Review of Trustee Facts File Chapters 11 “Fundraising”
 - i. Cheryl provided and discussed a summary of this chapter. Cheryl established that we could create a “Campaign” that we could renew annually. We would need to create brochures for Memorial-giving that could be used by local funeral homes and estate planners. Within the brochure, we’d designate specific programs towards which the money would go. Donors could “check” their selection(s). We could also create a Memorial section on the CHPL website with downloadable information.
 - ii. Frank mentioned a possible tree in the lobby with donors’ names on metal nameplates in the shape of leaves, coordinating with our library logo.
 - iii. Keith mentioned that some webpages allow donors to donate directly from the webpage.
 - iv. Whitney brought up the need for giving to be convenient and a well-known opportunity.
 - v. Next month, a committee will be formed to move forward.
- XII. Adjournment
 - a. **Darren made a motion to adjourn at 8:13pm**
 - i. **Don seconded the motion**
 - ii. **All were in favor and the motion passed**
 - b. Next meeting **Monday, April 6, 2020** at 7pm

Respectfully,

Tara Woods

