

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

Date: Monday, May 4, 2020

Board Members Present:

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

Board Members Absent: None

Also Present: Keith Housewright (library director),

- I. Call to Order, Roll Call, and Introduction of Guests
 - a. The meeting was called to order at 7:01pm
- II. Pledge of Allegiance
- III. Meeting Minutes –March 2, 2020
 - a. **Don made a motion to approve the meeting minutes as proposed**
 - i. **Cheryl seconded the motion**
 - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
 - a. Library Bills-discussion to clarify Da-Com expenditures and in-advance summer reading expenditures
 - b. Income/ Expenditures Report - February & March
 - i. **92%** of the fiscal year has elapsed
 1. We have spent **86.4%** of our budget
 - c. Bank Statements/ CD Report
 - i. A statement of interest earned was provided during the meeting
 - ii. A \$2,322.62 order is ready to be placed with Bound to Stay Bound from the Vonnahme Fund
 - iii. Additional funds provided in honor of Martha “Shirley” Jondro are not reflected in the current report.
 - d. **Chris 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 Reports March & April 2020
 - i. A change in utilities is expected with the statewide shutdown
 - b. Library Statistics March & April 2020
 - i. Changes in circulation can be attributed to the statewide shutdown
 - ii. Increase in Cloud Library views-These books must be purchased by the library, and these purchases will be reflected in next month’s expenditures. Keith anticipates the Cloud Library numbers will continue to be higher in the future, even beyond the

statewide shutdown. Chris expressed the need to consider these anticipated needs in our budget.

- c. Report on March & April Events
 - i. Native American Homes event went well
 - d. Stay at Home Order and Library Events
 - i. Staff members are reading and providing reviews of books in our collection
 - ii. Keith has been cataloging and obtaining ongoing professional development
 - iii. Keith is looking into an online video streaming service (Kanopy)
 - e. YS Report (March & April)
 - i. Chelsey is working primarily from home
 - ii. Chelsey has been researching and evaluating summer reading program ideas
 - f. Library Schedule online at Facebook.com/casehalstead
- VI. Standing Committee Reports/ Other Reports
- a. The Budget Committee Report
 - i. The total proposed budget is \$232,482.
 - ii. **Darren made a motion to approve the proposed library budget, pending review and approval by the city**
 - iii. **Chris seconded the motion**
 - iv. **All were in favor, and the motion passed**
 - b. **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.**
 - i. **Doris made a motion to approve the increase in property tax levy**
 - ii. **Cheryl seconded the motion**
 - iii. **All were in favor, and the motion passed**
 - c. City Council Liaison – Don updated us on how the city is making adjustments to shoulder the burdens that Covid-19 has posed to our community
 - d. Friends of CHPL did not meet in April
- VII. Public Comment - none
- VIII. Old Business
- IX. New Business
- a. Discussion about recommending Mr. Horatio Guzman to the Mayor/City Council for approval
 - i. **Tara made a motion to send Mr. Guzman’s nomination to the Mayor/City Council for approval as a CHPL Board Trustee**
 - ii. **Don seconded the motion**
 - iii. **All were in favor, and the motion passed**
 - b. Discussion about Cheryl Brinkmann as CHPL Treasurer
 - i. **Don made a motion to approve Cheryl Brinkmann as CHPL Board Treasurer**
 - ii. **Darren seconded the motion**
 - iii. **All were in favor, and the motion passed**
- X. Personnel Committee
- a. Closed Session – not required.
- XI. Trustee Education (Trustee Facts File)

- a. Discussion of Library operations during the COVID-19 Pandemic
 - i. Phil Lenzini advised that the public library cannot, in any way, be interpreted as “retail.” Therefore, we cannot open up for curbside services, pursuant to the governor’s recent reopening guidelines. Keith presented a matrix, providing ideas for a variety of “opening” scenarios. CHPL is ready to open fully if guided to do so by the governor. If a modified opening is requested, Keith will consult with other libraries in the area, and together they will form a plan that takes into consideration legal counsel and is in compliance with city and state-issued guidelines.
 - ii. Discussions about altering the summer reading program to continue providing services while still complying with city and state guidelines
- XII. Adjournment
 - a. **Darren made a motion to adjourn at 8:05pm**
 - i. **Don seconded the motion**
 - ii. **All were in favor, and the motion passed**
 - b. Next meeting **Monday, June 1, 2020** at 7pm

Respectfully,

Tara Woods