

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

**Date:** Monday, November 2, 2020

**Board Members Present:**

Frank Buckingham – President	Chris Cox	Horatio Guzman
Darren Tracy – Vice President	Cheryl Brinkmann-Treasurer	Don Perez-City Liaison
Tara Woods-Secretary	Doris Elling	

**Board Members Absent:** Whitney Kampwerth

**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 7:01pm
- II. Pledge of Allegiance
- III. Meeting Minutes –October 5, 2020
  - a. **Darren made a motion to approve the meeting minutes as proposed**
    - i. **Chris seconded the motion**
    - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills-October 2020
    - i. Cheryl inquired about the ability to create a “flower fund.”
      1. Some discussion was had about the accountability of such a fund. Don will look into how the city handles such expenses. We will revisit the topic next month.
    - ii. Keith should hear from the tree-trimming/bush-trimming company within the next few days.
  - b. Income/ Expenditures Year to Date Reports - September 2020
    - i. **42%** of the fiscal year has elapsed
      1. We have spent **38.2%** 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. **Chris seconded the motion**
    - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
  - a. Utility Report October 2020-monthly average is down due to COVID-19 schedule changes
  - b. Library Statistics October 2020
    - i. Hours in September and October have been almost identical, and the circulation has thus remained consistent between these two months.
  - c. COVID-19 Report

- i. Staff have all been trained and are comfortable with new procedures. Regular hours are now being observed on most days.
      - ii. Chris acknowledged that in these unusual times, Keith needs to know that he has the power to make fluid decisions on a daily basis. Keith acknowledged his understanding of the Board's understanding of his role as Library Director. Chris urged Keith to be thinking toward December, anticipating changes that may occur.
    - d. Report on October Events
      - i. Carlyle Book Club was able to reconvene.
      - ii. Business Trick-or-Treat was attended by 50-60 children.
    - e. YS Report (October)
      - i. Chelsey has several events in the works, including guest readers among other offerings online.
    - f. Family Reading Night will be a virtual event this year.
  - VI. Standing Committee Reports/ Other Reports
    - a. City Council Liaison – Don had nothing to report.
    - b. Policies and Procedures Committee-Whitney, Keith, and Frank will be meeting to make annotations to a common file, making suggestions.
    - c. Friends of CHPL
      - i. Meeting Report-They want to decorate the library on the 21st.
        - 1. Talk of possibly meeting quarterly, with a decision to be made in November.
  - VII. Public Comment - none
  - VIII. Old Business
    - a. Gifts/Memorials for CHPL-The "Donate" tab is on the website, however, the PayPal link is not yet available. Keith wanted to put more thought into the payment mechanism before placing it online.
      - i. Doris brought Mater Dei's paper donation card for a reference.
  - IX. New Business
    - a. No new business
  - 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 7:37pm**
      - i. **Cheryl seconded the motion**
      - ii. **All were in favor, and the motion passed**
    - b. Next meeting **Monday, December 7, 2020** at 7pm

Respectfully,

Tara Woods