

Minutes of Board of Trustees Meeting – Monday, December 6, 2021

Case-Halstead Public Library – Maddux Room, 550 Sixth St., Carlyle, IL 62231

Board Members Present:

Frank Buckingham - President	Darren Tracy – Vice President
Jeff Taylor, City Council Liaison	Valerie Nolte
Cheryl Brinkmann – Treasurer	Angie Redeker
Tom Frerker	

Board Members Absent: Horacio Guzman, Karen Jones

Visitors Present: Joel Laws, City Administrator

Present: Keith Housewright, Library Director

- I. Call to Order/Roll Call/ Introduction of Guest
 - a. Meeting was called to order at 7:00PM by Frank.
- II. Pledge of Allegiance
- III. Meeting Minutes – November , 2021
 - a. Tom made the motion to approve the Meeting Minutes
 - i. Valerie seconded the motion
 - ii. All were in favor, motion passed
- IV. Treasurer’s Report
 - a. Bills discussed – It was noted that the electric/utilities bill is decreasing. Check #176 from the Bank of Hillsboro account used to pay Cheryl Brinkmann for Library Christmas Lights.
 - b. Valerie made the motion to approve the Library Bills/Treasurer’s Report as presented.
 - i. Tom seconded the motion
 - ii. All in favor – motion passed
- V. Library Director’s Report
 - a. Utility Report (included in packet) After explanation of the utility report, short discussion followed concerning utility bills. Usage Report was examined. . LED Lighting options are being explored with Kohrmann Electric. Grant opportunities with Solar Energy may become available.
 - b. Library Statistics for November (included for review in packet) Usage continues to improve across all noted areas. Comparisons made in each category to 2019 statistics. Next month, Keith will add Online Programming to the participation numbers.
 - c. COVID-19 Report: Library has fully reopened, with Curbside Service continuing due to its popularity.
 - d. Programs: Piper the Penguin Program is scheduled for December 11th in the Maddux Room.
 - e. YS Report - Story-Time has been well-attended – even with school underway. The Grab-n-Go Activities continue to be popular.
- VI. Standing Committee Reports/Other Reports. Policies and Procedures will be updated. Frank and Cheryl will work on presentations to the board – portion shared monthly. New

committee members are: Budget: Frank, Cheryl, Tom; Building and Grounds: Frank, Angie, Cheryl; Personnel: Frank, Valerie, Karen; Technology: Frank, Darren, Cheryl

- a. City Council Liaison - nothing to report.
- b. Friends of the Library – will meet Saturday, December 11th and have their Christmas Party. They purchased an inflatable for the Christmas Decorations.
- VII. Public Comment: Joel Laws, the new City Administrator, was introduced. He discussed the Pool Project and meeting on 1/5/22 to form a Referendum Committee and Capital Campaign Committee.
- VIII. Old Business:
 - a. Kohrmann Electric – They are working on a cost estimate for the Library that would provide a cost comparison between current fixtures and updates with bulbs and fixtures. Discussion tabled for further review in February.
 - b. 85th Anniversary Project: based on discussion about the upcoming Pool Project, Cheryl will submit an amended project idea at the February Board Meeting.
 - c. Holiday Lighting Project: Solar lights were purchased and put in place prior to the Park Lighting on November 26th.
 - d. COVID-19 Vaccination Clinic was held in the Maddux Room.
 - e. Search for new Youth Services Director.
- IX. New Business:
 - a. Board Meeting Schedule approved by Tom, seconded by Angie. All were in favor.
- X. Personnel Committee – No Closed Session Needed
- XI. Trustee Education : Facts File provides a variety of Trustee information
<http://cyberdriveillinois.com>
- XII. Adjournment: Valerie, seconded by Angie. All were in favor – meeting adjourned at 8:15PM
Reminder that there will not be a Board Meeting in January.

NEXT MEETING: February 7, 2022 at 7:00PM

Meeting Minutes Submitted By: Cheryl Brinkmann