

## December Board Minutes

Minutes of Board of Trustees Meeting – December 5, 2022

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

Board Members Present:

President - Frank Buckingham	Valerie Nolte
Darren Tracy - Vice-President	Jeff Taylor – Council Liaison
Cheryl Brinkmann – Secretary	Tom Frerker - Treasurer
Stephanie Wilton	

Board Members Absent: Angie Redeker, Karen Jones

Visitors Present:

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, 2022
  - 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 – November Bills reviewed, Interest Statements reviewed, CD interest rates on CDs discussed
  - b. Cheryl made the motion to approve Library Bills/Treasurer's Report as presented.
    - i. Darren seconded the motion
    - ii. All in favor – motion passed
  - c. Tom made the motion to reimburse Cheryl from the Board's checking account for the deposit made to Print Crazee for the banner and bookmarks.
    - i. Stephanie seconded
    - ii. All in favor - motion passed
- V. Library Director's Report
  - a. Utility Report (included in packet)
  - 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.
  - c. YS Report - Story-Time attendees for month: 62
  - d. Piper the Penguin Meet and Greet - 35 in Attendance
- VI. Standing Committee Reports/Other Reports.
  - a. City Council Liaison – Questioned the bill for Window Cleaning, answered by Keith
  - b. Friends of the Library - will have a music program Dec 5th
  - c. Building and Grounds Committee will meet after Diversified has completed an inspection highlighting any outside issues that will need to be addressed.

- VII. Public Comment: no public in attendance
  - VIII. Old Business: nothing to report
  - IX. New Business:
    - a. 2023 Meeting schedule presented
      - i. Darren made motion to pass proposed meeting schedule
      - ii. Tom seconded - motion passed
  - X. Personnel Committee – No Closed Session Needed
  - XI. Trustee Education : Facts File provides a variety of Trustee information – Board Trustees urged to study areas independently. Role of Building and Grounds Committee was reviewed along with Facilities management. Checklist was reviewed showing CHPL having all required elements. Handout of information on B & G provided for members to review <http://cyberdriveillinois.com>
  - XII. Adjournment: Darren, seconded by Cheryl. Meeting adjourned at 8:10PM
- NEXT MEETING: February 6, 2023 (no scheduled meeting in January, per adopted schedule)

Meeting Minutes Submitted By: Cheryl Brinkmann