

February Board Minutes

Minutes of Board of Trustees Meeting – February 7, 2022

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

Board Members Present:

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

Board Members Absent: Horacio Guzman, Tom Frerker

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 – December, 2021
  - a. Jeff 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 – December and January Bills reviewed, Interest Statements reviewed
  - b. Jeff made the motion to approve December Library Bills/Treasurer’s Report as presented.
    - i. Angie seconded the motion
    - ii. All in favor – motion passed
  - c. Jeff made the motion to approve January Library Bills/Treasurer’s Report as presented
    - i. Darren seconded the motion
    - ii. All in favor – motion passed
- V. Library Director’s Report
  - a. Utility Report (included in packet)
  - b. Library Statistics for December and January (included for review in packet) Usage continues to improve across all noted areas. Comparisons made in each category to 2019 statistics. Online Programming to the participation numbers will be included in future reports.
  - c. COVID-19 Report: Library has fully reopened, with Curbside Service continuing due to its popularity.
  - d. Programs: IEMA/IIDPH Vaccine Clinic held in early January in the Maddux Room– 14 vaccines were administered
  - e. YS Report - Story-Time has been well-attended. The Grab-n-Go Activities continue to be popular.

- VI. Standing Committee Reports/Other Reports. Policies and Procedures Committee met at 6:30PM – prior to Board Meeting. Several areas were marked for review. Darren Tracy agreed to serve on the committee. Keith will research areas indicated for updates. Future P&P meeting will be held to draft changes.
  - a. City Council Liaison - nothing to report.
  - b. Friends of the Library – will meet Saturday, February 12th
- VII. Public Comment: no public in attendance
- 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. 85<sup>th</sup> Anniversary Project: amended project discussed that will not involve any fund-raising or Capital Improvements
  - c. Search for new Youth Services Director.
- IX. New Business:
- X. a. Additional funds from the Vonnahme Family will be given to the Library – discussion of possibilities to use the funding in the Children’s Area
- XI. Personnel Committee – No Closed Session Needed
- XII. Trustee Education : Facts File provides a variety of Trustee information  
<http://cyberdriveillinois.com>
- XIII. Adjournment: Darren, seconded by Karen. All were in favor – meeting adjourned at 8:15PM

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

Meeting Minutes Submitted By: Cheryl Brinkmann