

May Board Minutes

Minutes of Board of Trustees Meeting – May 2, 2022

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

Board Members Present:

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

Board Members Absent: Horacio Guzman

Visitors Present: Stephanie Wilton

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 Buckingham.
- II. Pledge of Allegiance
- III. Meeting Minutes – April, 2021
 - a. Tom Frerker made the motion to approve the Meeting Minutes
 - i. Jeff Taylor seconded the motion
 - ii. All were in favor, motion passed
- IV. Treasurer’s Report—Cheryl Brinkmann
 - a. Bills discussed – April Bills reviewed
 - b. A brief discussion ensued about Library investments (CD’s vs. T-Bills) and future investments. It was noted that one CD was due on August 1, 2022.
 - c. Jeff Taylor made the motion to approve Library Bills/Treasurer’s Report as presented.
 - i. Valerie Nolte seconded the motion
 - ii. All in favor – motion passed
- V. Library Director’s Report—Keith Housewright
 - a. Utility Report (included in packet)
 - b. Library Statistics for April (included for review in packet). Circulation numbers continue to improve and with events happening, the overall attendance numbers are up. Comparisons made in each category to 2019 statistics. Electric Car Event was well-attended and the Father-Daughter “Royal Ball” was a success with 64 people attending.
 - c. YS Report - Story-Time has been well-attended. Thirty-Six children attended story time in April.
 - d. Summer Reading Program – materials ordered, programs are scheduled
 - e. Children’s Librarian – Yvonne Straeter has begun as an employee.
- VI. Standing Committee Reports/Other Reports.

- a. City Council Liaison – nothing to report
 - b. Friends of the Library – will meet Saturday, May 14th at 10am, Book Sale begins Thursday May 5 in conjunction with City-Wide garage sale.
- VII. Public Comment: None
- VIII. Old Business:
- a. Secretary Position on Library Board remains open.
 - b. A Library Board vacancy will begin after June 30, 2022, when Horacio Guzman’s term expires.
- IX. New Business:
- a. Discussion ensued about the long-term potential acquisition of library-adjacent local property to help with library parking. Keith Housewright and Frank Buckingham are looking into the property and its current status.
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- B. Personnel Committee – No Closed Session Needed
 - C. Trustee Education: Facts File provides a variety of Trustee information – Board of Trustees urged to study areas independently. <http://cyberdriveillinois.com>
 - D. Keith Housewright read from “Serving Our Libraries 3.0” Chapter 2 “Library Governance and Administration” as part of Trustee continuing education. The section covered the responsibilities of the board Vis a Vis the library and the library director as outlined under Illinois Revised Code.
 - E. Adjournment: Darren Tracy, seconded by Jeff Taylor. All were in favor – meeting adjourned at 7:48PM

NEXT MEETING: June 6, 2022 at 7:00PM

Meeting Minutes Submitted By: Keith Housewright