

Minutes of Board of Trustees Meeting – Monday, November 1, 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	Karen Jones
Tom Frerker	

Board Members Absent: Horacio Guzman

Visitors Present: Angie Redeker

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 – October, 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 continues to increase. – bill is always 1 month behind so we are hoping to see some improvement in mid-November. Also noted that building was power washed, windows cleaned and final yard care was completed for 2021 – which accounted for a significant portion of the monthly expenses.
 - 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 continued rise in 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 October (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: Book Bingo is underway. Several Patrons are participating – will conclude in November. October Book Club had several participants.
 - e. YS Report (included in packet) 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. Also, Standing Committees need updates/member assignments.
- a. City Council Liaison - nothing to report.
 - b. Friends of the Library – will meet Saturday, November 13th. They are considering an inflatable Christmas display on the East Side this year. They will decorate inside the Library before Thanksgiving.
- VII. Public Comment: Angie Redeker was introduced as a new possible Board Member.
- VIII. Old Business:
- a. Vote Action Item: asked the Board to approve Angie Redeker's nomination to the Board and to send her name to City Council for approval. Karen made the motion, Darren seconded. All in favor – Angie's name will be submitted for Council approval.
 - b. 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.
 - c. Diversified Services – a Landscaping Bid was submitted for the front of the Library. Discussion on Price quoted – if there was a response time to lock in the quoted price. Keith was directed to contact the company. Motion made by Darren to confirm the price and schedule the service for Spring 2022, Seconded by Cheryl. All in Favor – Motion carried.
- IX. New Business:
- a. IEMA COVID Center – the IL Emergency Management Agency reached out to the Library Board asking to schedule a COVID Vaccination Clinic at the Library. After discussion of the requirements, Tom made the motion to have Keith contact IEMA to schedule a Vac Clinic, Darren seconded. All in favor – Motion carried.
 - b. 85th Anniversary of Library – Cheryl presented a packet to the the Board outlining possible ideas to mark the 85th Anniversary of CHPL in 2023. Members were asked to review the ideas in the packet and discussion would continue during the December meeting.
 - c. Holiday Lights – Brief discussion during the November meeting about Holiday Lights for the Library Grounds. Cheryl researched three possible lighting plans and provided a cost break down of each for the Board. Lights would be Solar which would not require electrical service or extension cords. Following discussion, Jeff made the motion to proceed with the purchase of outside lighting using non-dedicated Memorial Contributions. Tom seconded the motion. All in favor – motion carried.
 - d. New Hire for Children's Librarian – Keith reported that Chelsey had submitted her 2 week's notice and would be leaving November 5th. Much discussion followed on how the position should be addressed. Frank and Keith will attend the City Council's Employee Concerns Committee Meeting on November 2nd. Consensus among the Board discussion was that the current position could be reduced to 28 hours per week. Several ideas on addressing Chelsey's current duties and programs were also discussed. No action was taken since the topic needs to be discussed at the Concerns Committee Meeting.

- X. Personnel Committee – No Closed Session Needed
- XI. Trustee Education : Facts File provides a variety of Trustee information
<http://cyberdriveillinois.com>
- XII. Adjournment: Darren, seconded by Cheryl . All were in favor – meeting adjourned at 8:40PM

NEXT MEETING: December 6, 2021 at 7:00PM

Meeting Minutes Submitted By: Cheryl Brinkmann