

November Board Minutes

Minutes of Board of Trustees Meeting – November 7, 2022

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

Board Members Present:

President - Frank Buckingham	Jeff Taylor – Council Liaison
Cheryl Brinkmann – Secretary	Tom Frerker - Treasurer
Angie Redeker	Stephanie Wilton
Karen Jones	

Board Members Absent: Darren Tracy, Valerie Nolte

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 – October, 2022
 - a. Tom made the motion to approve the Meeting Minutes
 - i. Stephanie seconded the motion
 - ii. All were in favor, motion passed
- IV. Treasurer's Report
 - a. Bills discussed – October Bills reviewed, Interest Statements reviewed
 - b. Angie made the motion to approve Library Bills/Treasurer's Report as presented.
 - i. Karen seconded the motion
 - ii. All in favor – motion passed
- V. Library Director's Report
 - a. Utility Report (included in packet)
 - 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. Circulation Statistics are at 98% of numbers reported pre-COVID-19.
 - c. YS Report - Story-Time attendees for month: 60
 - d. Astronomy Night, 10/21 - 4 in attendance plus members of River Bend Astronomy Club
 - e. Library Card Month - good response, extended into November
 - f. Nineteenth Century Clothing Lecture - 18 in attendance
 - g. Halloween Events: Business Trick or Treat is Oct. 28th.- 45 Trick or Treaters attended.
 - h. Fabric Swap Event - 12 in attendance
 - i. Piper the Penguin Meet and Greet - Saturday, November 26th - will have a story and Scavenger Hunt.
 - j. Christmas in Carlyle Parade - Friday, November 25th - Library will have a vehicle in the parade promoting the 85th Anniversary in 2023
- VI. Standing Committee Reports/Other Reports.
 - a. City Council Liaison – nothing to report

- b. Friends of the Library – Next Friends Meeting is Saturday, November 12th at 10:00AM
 - 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:
- X.
 - A. Carpet Cleaning will be completed in the near future, Windows were completed inside and outside.
 - B. Personnel Committee – No Closed Session Needed
 - C. 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>
 - D. Adjournment: Cheryl, seconded by Stephanie. Cheryl suggested members could bring treats to share at the December meeting for the Holidays. Meeting adjourned at 8:15PM

NEXT MEETING: December 5, 2022 at 7:00PM (Bring treats!!!)

Meeting Minutes Submitted By: Cheryl Brinkmann