

Minutes of Board of Trustees Meeting – Monday, October 4, 2021

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

Board Members Present:

President: Frank Buckingham	Darren Tracy – Vice President
Jeff Taylor, City Council Liaison	Valerie Nolte
Cheryl Brinkmann – Treasurer	Karen Jones
Tom Freker	

Board Members Absent: Horacio Guzman

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
- II. Pledge of Allegiance
- III. Meeting Minutes – September, 2021
  - a. Jeff made the motion to approve the Meeting Minutes
    - i. Darren 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. HVAC system was inspected. Kohrmann Electric has been contacted about switching to alternative lighting.
  - b. Jeff made the motion to approve the 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) After explanation of the utility report, short discussion followed concerning continued rise in utility bills. Usage Report was examined. Possible issue identified in Maddux Room with auto – thermostat. LED Lighting options are being explored. Grant opportunities with Solar Energy may become available.
  - b. Library Statistics for September (included for review in packet) Usage continues to improve across all noted areas.
  - c. COVID-19 Report: Library has fully reopened, with Curbside Service continuing due to its popularity.
  - d. Programs: Electric Car Event on September 25<sup>th</sup> at CHPL was discussed. The event had great participation with several makes/models of EV in attendance. Book Bingo is underway. Several Patrons are participating – will conclude in November. September 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.
  - a. City Council Liaison - nothing to report.
  - b. Friends of the Library – will meet Saturday, October 9<sup>th</sup>, The Book Sale netted \$2200 for the Friends. They are considering an inflatable Christmas display on the East Side this year. They will decorate inside the Library before Thanksgiving.
  - c. Brief discussion on reorganization of Committees with new members
- VII. Public Comment: no public in attendance
- VIII. Old Business: Other potential members were discussed for the remaining Board position.
  - a. Vote Action Item: asked the Board to approve Tom Frerker's nomination to the Board and to send her name to City Council for approval. Darren made the motion, Cheryl seconded. All in favor – Tom's name will be submitted for Council approval.
- IX. New Business: No items on the Agenda – possible Christmas/Holiday programming discussed informally.
- X. Personnel Committee – Keith reported that a staff member had trouble with an old knee injury while at work. The injury was not work related. Keith had the staff member complete all the necessary paperwork for documentation and also met with The City Administrator and Mayor to update them on the situation.
- XI. Trustee Education : Facts File provides a variety of Trustee information  
<http://cyberdriveillinois.com>
- XII. Adjournment: Darren, seconded by Valerie . All were in favor – meeting adjourned at 8:00PM

NEXT MEETING: November 1, 2021 at 7:00PM

Meeting Minutes Submitted By: Cheryl Brinkmann