

October Board Minutes

Minutes of Board of Trustees Meeting – October 4, 2022

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

Board Members Present:

Tom Frerker –Treasurer	Jeff Taylor, City Liaison
Cheryl Brinkmann	Angie Redeker
Darren Tracy—Vice President	Stephanie Wilton

Board Members Absent and Excused: Frank Buckingham, Valerie Nolte, Karen Jones

Visitors Present: None

Present: Keith Housewright, Library Director

- I. Call to Order/Roll Call/ Introduction of Guests
 - a. Meeting was called to order at 7:02 PM by Darren Tracy.
- II. Pledge of Allegiance
- III. Meeting Minutes – September 6, 2022
 - a. Tom Frerker made a motion to approve the Meeting Minutes
 - i. Cheryl Brinkmann seconded the motion
 - ii. All were in favor, motion passed
- IV. Treasurer Report—Tom Frerker
 - a. Bills discussed – September Bills reviewed
 - b. Keith reported higher than normal Ring Central bill for part installed for Fax Machine. He also reported catching up on invoices that had been missed from Merry Maids.
 - c. The National Bank Accounts were reviewed and Keith pointed out that combining the old savings account with the checking account had generated \$17.46 in interest in the first month.
 - d. Cheryl Brinkmann made a motion to approve the bills.
 - i. Angie Redeker seconded the motion
 - ii. All in favor – motion passed
- V. Library Director's Report—Keith Housewright
 - a. Utility Report (included in packet)—The Board briefly discussed how the hot weather and overall electric rate inflation had driven the Electric bills up.
 - b. Library Statistics for September (included for review in packet). Circulation numbers continue to improve and with events happening, the overall attendance numbers are up. Keith had adjusted the reports to show (as a percentage of the 2019 numbers) how the library had improved since September of last year. Circulation numbers across all categories are nearly back and pre-pandemic levels and in some categories have exceeded the pre-pandemic averages.

- c. YS Report - Story-Time has been well-attended. 50 children attended story time in September.
 - d. Keith reported on the "1000 Books Before Kindergarten" presentation on September 22 that 20 people overall attended. The program went well and was well-covered in the local newspapers. Several families have gotten started on the 1000 books journey as a result of the event.
 - e. Keith reported that the EV event on September was well-attended according to Frank Buckingham.
 - f. Cheryl discussed plans for Business Trick or Treat, a potential Halloween movie and the Riverbend Astronomy Program on October 21.
- VI. Standing Committee Reports/Other Reports.
- a. City Council Liaison – nothing to report
 - b. Friends of the Library – will meet on Saturday, October 8 at 10am.
It was also reported that the FOTL Book Sale had made over 1300 dollars thus far and continues through October 16.
- VII. Public Comment: None
- VIII. Old Business:
- IX. New Business:
- A. Election of Secretary to Library Board of Trustees
Tom Frerker made a motion that Cheryl Brinkmann be nominated as Secretary of the Library Board
 - i. Angie Redeker seconded the motion
 - ii. The motion passed and Cheryl Brinkmann is the new CHPL Board Secretary
 - B. Personnel Committee – No Closed Session Needed
 - C. A brief discussion ensued about the need to arrange a Building Committee meeting in the coming couple of weeks and Keith will send out an email and try to set a date
 - D. Trustee Education: Facts File provides a variety of Trustee information – Board of Trustees urged to study areas independently. <http://cyberdriveillinois.com>
 - E. Adjournment: Tom Frerker, seconded by Cheryl Brinkmann. All were in favor – meeting adjourned at 7:44 PM

NEXT MEETING: Monday, November 7, 2022 at 7:00PM

Meeting Minutes Submitted By: Keith Housewright