

Minutes of Board of Trustees Meeting – September 7 , 2021

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

Board Members Present:

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

Board Members Absent: Horacio Guzman

Visitors Present: Tom Frerker

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 – August, 2021
 - a. Daren 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 – Keith pointed out that some of the larger bills including Pro-Alarm and Illinois Heartland are annual so they are really not that much per month. He also pointed out that our annual grant from the Illinois Controller is \$4,839.48 and we only budgeted \$3,000. One of our C/D’s matures Aug. of 2022.
 - b. Daren 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: Keith mentioned that the utility report, showed a large increase. We again discussed possible upgrades to LED lighting to save on expenses. Keith stated that 2 companies are coming in to take a look at our lights. He mentioned that he discussed HVAC system with our vendor to make sure we are doing what we can there .
 - b. Library Statistics for August (included for review in packet) Numbers are not back to what we had in 2019 except the 3M Cloud Library is actually increased.
 - c. COVID-19 Report: Library has fully reopened, with Curbside Service continuing due to its popularity.
 - d. Upcoming Programs: Electric Car Event on September 25th at CHPL was discussed. Cheryl will be taking care of refreshments for donation
 - e. YS Report (included in packet) Summer Reading Program has concluded. Chelsey has created several grab-and-go bags and other activities.
- VI. Standing Committee Reports/Other Reports.
 - a. City Council Liaison - nothing of concern to CHPL Board.
 - b. Friends of the Library – will meet this Saturday, August 14th, at 10 AM. Currently conducting a Book Sale through Sept. 16th.

- VII. Brief discussion of need for a Board officer: Secretary
- VIII. Public Comment: no other public in attendance
- IX. Old Business: Other potential members were discussed for the remaining Board position. Review of Policies and Procedures still pending.
- X. New Business:
- XI. Personnel Committee – no action required
- XII. Trustee Education : Facts File provides a variety of Trustee information
<http://cyberdriveillinois.com>
- XIII. Adjournment: Daren, seconded by Valerie. All were in favor – meeting adjourned at 7:59PM

NEXT MEETING: October 4th, 2021 at 7:00PM

Meeting Minutes Submitted By: Frank Buckingham