

**Meeting Location:** Maddux Room, Library, 550 Sixth St., Carlyle, IL 62231

**Date:** Monday, January 4, 2020

**Board Members Present:**

Frank Buckingham – President	Chris Cox
Darren Tracy – Vice President	Cheryl Brinkmann-Treasurer
Tara Woods-Secretary	Don Perez-City Liaison

**Board Members Absent: Doris Elling, Horatio Guzman, Whitney Kampwerth**

**No Visitors Present at Meeting**

**Also Present:** Keith Housewright (library director)

- I. Call to Order, Roll Call, and Introduction of Guests
  - a. The meeting was called to order at 7:02pm
- II. Pledge of Allegiance
- III. Meeting Minutes –December 7, 2020
  - a. **Chris made a motion to approve the meeting minutes as proposed**
    - i. **Don seconded the motion**
    - ii. **All were in favor, and the motion passed**
- IV. Treasurer’s Report
  - a. Library Bills-December 2020
    - i. Fireplace needed serviced
    - ii. Albers Heating and Cooling replaced a control panel
      1. Frank brought up the idea of purchasing an HVAC Surge Protector
  - b. Income/ Expenditures Year to Date Reports - November 2020
    - i. **51.4%** of the fiscal year has elapsed
      1. We have spent **59%** of our budget
    - ii. Chris inquired about potential staff-initiative opportunities with regard to the money spent on salaries being currently below the budgeted amount
  - c. Bank Statements/ CD Report
    - i. A statement of interest earned was provided during the meeting
  - d. **Don made a motion to approve the library bills treasurer’s report as submitted.**
    - i. **Darren seconded the motion**
    - ii. **All were in favor, and the motion passed**
- V. Library Director’s Report
  - a. Utility Report November 2020-monthly average is down due to COVID-19 schedule changes
  - b. Library Statistics December 2020
  - c. COVID-19 Report
    - i. Curbside services only to continue this month
  - d. Report on December Events
    - i. 30/40 Elf on the Shelf “grab and go” bags were picked up by community members

- e. YS Report (November)
  - i. Chelsey continues to offer virtual opportunities
    - 1. Virtual story times and “crafternoon” events are well-attended
- VI. Standing Committee Reports/ Other Reports
  - a. City Council Liaison – nothing to report
  - b. Policies and Procedures Committee-Keith believes mechanics are good, and Whitney will give its contents another close look
    - i. Chris requested that a copy be emailed to all Board members
  - c. Friends of CHPL
    - i. Meeting Report
    - ii. CHPL staff will take down Christmas decorations this year
- VII. Public Comment - none
- VIII. Old Business
  - a. Board Meeting 2021 Dates can be changed if necessary
  - b. Revised Gift Acknowledgement Form with Signature
- IX. New Business-none
- X. Personnel Committee
  - a. Closed Session – not required
- XI. Trustee Education (Trustee Facts File)
  - a. <http://cyberdriveillinois.com> was suggested as a good source of information.
- XII. Adjournment
  - a. **Darren made a motion to adjourn at 7:40 pm**
    - i. **Don seconded the motion**
    - ii. **All were in favor, and the motion passed**
  - b. Next meeting **Monday, February 1, 2021** at 7pm

Respectfully,

Tara Woods