



**Charleston Library Board Agenda  
Monday, March 2, 2020 – 6:30 pm**

1. Call to Order

2. Roll call

Banks\_\_Cunningham\_X\_\_Droste\_X\_\_Keefe\_\_Meadows\_X\_\_Monahan\_X\_\_Newell\_X\_\_Smallhorn\_X\_\_Wiseman\_X\_\_

3. Public Comment

4. Board President's Comments

Chris joined other members of the Charleston Complete Count Committee to discuss the importance of the 2020 Census with the Charleston Rotary Club. He did a good job.

5. Omnibus Agenda

- A. Approval of the February 3, 2020 Board Meeting Minutes
- B. Acceptance of Director's Report
- C. Acceptance of Program Report
- D. Acceptance of Statistics Report
- E. Acceptance of Grant & Donation Report
- F. Acceptance of Financial Reports- provided at the meeting
- G. Approval of the bills payable- provided at the meeting

Motion to approve: \_\_BN\_\_ Seconded: \_\_JM\_\_

Banks\_\_Cunningham\_Y\_\_Droste\_Y\_\_Keefe\_\_Meadows\_Y\_\_Monahan\_Y\_\_Newell\_Y\_\_Smallhorn\_Y\_\_Wiseman\_\_Y\_\_

The quote for a new a/c unit for the network room came in at \$9,150. We need a new unit, but there are grants available that could help pay for it. Chris will be pursuing these grants before a decision is made. The heat stopped working in Rotary Room A. Siemens was able to come out and get it running. Chris is going to purchase a play loft to go into KidSpace from the Charleston Community Early Learning Center. The normal cost of this loft is \$6,000. Chris is purchasing it for \$150. The Friends of the Library left the remainders of their funds for the purchase of play loft.

The Library hosted a Census Forum from the Charleston Complete Count Committee and members of the committee spoke to Rotary Club. Books & Bites discussed mystery and had 29 students attend. Chris spent an afternoon at the Kansas Public Library helping their new director complete the Illinois Public Library Annual Report. A group of EIU graphic design students will be making potential new logos for the Library as part of a class project.

The Library's new hire, Mike Addams, is training at multiple desks and is learning quickly. Staff Training Day took place on the 2/17. The staff learned about the Census, building safety, Summer Read, programming requirements, and department cross training.

The Library's February Book Sale raised over \$1,300. The loan is down to \$161,001.10.

6. Action Item 2020 – 2: Recess into Executive Session for the purpose of discussing personnel-5 ILCS

120/2 (c)(1) at \_6:49\_ P.M.

Motion to approve: \_\_MM\_\_ Seconded: \_BW\_\_

Yeas\_7\_\_Nays\_\_

Exit Executive Session at 7:09 PM.

Full Board Packet available upon request at the service desk.

7. Action Item 2020 – 3: Vote to approve the library staff salaries for Fiscal Year 2021.

Motion to approve: \_\_BN\_\_ Seconded: \_\_JM\_\_

Banks\_\_Cunningham\_Y\_\_Droste\_Y\_\_Keefe\_\_Meadows\_Y\_\_Monahan\_Y\_\_Newell\_Y\_\_Smallhorn\_Y\_\_Wiseman\_Y\_\_

Full-time staff members will receive a 6% raise effective May 1, 2020. Part-time staff making minimum wage will receive a \$0.75 per hour raise effective July 1, 2020 and a \$1.00 per hour raise effective January 1, 2021.

8. Action Item 2020 – 4: Review and approve the Fiscal Year 2021 budget.

Motion to approve: \_\_CC\_\_ Seconded: \_\_MM\_\_

Banks\_\_Cunningham\_Y\_\_Droste\_Y\_\_Keefe\_\_Meadows\_Y\_\_Monahan\_Y\_\_Newell\_Y\_\_Smallhorn\_Y\_\_Wiseman\_Y\_\_

The Library will have a Fiscal Year 2021 operating budget of \$502,912.

9. Discussion Items

- A. Biannual Fundraiser
- B. Next Board Meeting – Monday, April 6, 2020 at 6:30PM.
- C. Agenda Building
- D. Other?

10. Adjournment

Full Board Packet available upon request at the service desk.