



**Charleston Library Board Agenda
Monday, July 11, 2022 – 6:30 pm**

1. Call to Order

2. Roll call

Chiritescu_X_Elser_X_Ferguson_X_Looby_X_Meadows___ Monahan_X_Ricciardi_X_Smallhorn___

3. Public Comment

4. Board President's Comments

- a. Angelique is moving to Maine with her family – roughly in August.
- b. We wish her the best and thank her so much for her hard work and dedication to the board and leadership as President!

5. Omnibus Agenda

A. Approval of the June 6, 2022 Board Meeting Minutes

- HVAC working better – much more comfortable environment!
- CLOW is doing work and running into various other issues along the way
- H2O fountains are back open – had to special order filters to ensure they're providing clean water.
- Fire alarms – had some issues with false alarms on the same day from the same unit. Fire dept cleared one alarm and it went off right again
- Siemens came out and smoke detector has gone bad. No longer can get that type of smoke detector and had to re-wire our system to no longer have a smoke detector in section above adult computers. There is still a detector over that area to keep it safe, but it highlighted the unsustainable nature of fire alarm system in addition to fire panel.
- Goal was get HVAC fixed first and hold off for state construction grant next year to try and find funding. However, Chris doesn't want to wait and can is trying to get funding sooner. Chris wrote a grant for Ameren Cares and hopes to hear back in a few weeks. Need to get fire alarm situation updated.
- Summer read has been going really well. Reading program is just shy of 2k entries across all ages.

B. Acceptance of Director's Report

C. Acceptance of Stat Report

- June had 50 programs with 350 participants. Some went better than others but overall positive to have things semi back to normal. Especially the tour of Old Main got positive feedback.
- Help community members find programs in the area- can refer them to various resources (social services, help paying rent, etc). Grant money is used for the EIU interns who serve as program managers.
- Illegal immigrants still need ID and verification of address in order to use library services. You don't need a library card to use the services – only to check out media.
- New regulations being passed to allow all people under 18 years old to get a library card without much red tape. Theoretically we can provide cards to all school children when we do events.

Full Board Packet available upon request at the service desk.

D. Acceptance of Grant & Donation Report

E. Acceptance of Financial Reports- provided at the meeting

- o Finances- received per capita award letter confirming we'll get the amount we budgeted for. Typically that money is distributed in September.
- o Got 1st instalment of property taxes for 83k
- o Loan is under 100k!

F. Approval of the bills payable- provided at the meeting

Motion to approve: Looby Seconded: Ricciardi

Chiritescu X Elser X Ferguson X Looby X Meadows ___ Monahan X Ricciardi X Smallhorn ___

6. Discussion Item

A. Literature & Libations 2022

- a. Finalizing details 2 months out from event
- b. Need to get all our 'official' sponsors settled by July 15 in order to pay for our stuff
- c. Currently at \$2900
- d. Dominoes- Greg needs to follow up
- e. Rotary confirmed \$250 sponsorship – they're the only ones who confirmed and we haven't received funds.
- f. Sign Appeal gave us a discount previously and it cost ~\$200. Can ask them to make 'in-kind' donation to provide sign for free.
- g. Will need to get logos from sponsors to be included on the sign.
- h. Event is Sept 10; 6-8pm
- i. Can ask Brickhouse if they want to do cross-promotion and offer an 'after party' for people who attended Literature & Libations. Something like show your event ticket and get a special deal. Jess has traditionally handled the partnership with Brickhouse.
- j. Should we leave the ticket price at \$30? Yes that seems correct.
- k. Music- Moon Dogs is confirmed; Jazz Trio upstairs? Ferguson can approach EIU (Paul) and offer them some money to come play.
- l. Book Tree- have to talk to Jess for status update
 - i. Previously charged \$20/book for Book Tree
- m. Can finalize silent auction baskets in August and start hunting now. Aim for 4-6 total baskets with bigger things and consistent themes. Also need to remember to set a minimum bid. Can also give an idea on what it's worth to incentive bids.
- n. May want to sit down and think about what we want the basket to look like and build it from multiple vendors. Typically in-kind donations are easier to get. One idea is a "Grill Basket" with a grill from rural king, various grill accoutrements, etc.
- o. Chris created new graphics/logo to advertise and for the tickets- we gave some feedback
- p. Want to get the tickets printed ASAP and sell 10 for each board member. That can create 2400 in pre ticket sales; last time got 500 at the door. Check can be made to the library.
- q. Can print a few QR codes and laminate to direct people to the website and donate if they wish.
- r. Are there other things we want to offer during this event as far as things to do? Mini golf course? Pendulum painting? Photo booth? Turn kid fun stuff into adult activities.
- s. Get bent tree golf course to donate a round + golf cart and make a contest for the mini golf game.
- t. Can create a map of the library to identify where events are. Or make big signs/arrows to show people how to get around.
- u. Should we meet as a board prior to the meeting? **Wednesday, September 7 @ 6:30pm specifically to plan for the event and close any loose ends.**

B. Board Recruitment

Full Board Packet available upon request at the service desk.

- C. Next Board Meeting – Monday, August 1, 2022 at 6:30PM.
- D. Agenda Building
 - a. Should we close the library the day of the event? Typically library is open until 2 on Saturday. We will vote on our next meeting, Aug 1.
- E. Other?

7. Adjournment

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