



**Charleston Library Board Agenda
Monday, October 2, 2017 – 6:30 pm**

1. Call to Order

2. Roll call

Banks___ Cunningham___ Droste_x___ Keefe_x___ Krahnke_x___ Monahan_x___ Newell_x___
Smallhorn_x___ Wiseman___

3. Public Comment

4. Board President's Comments

The repair of the steps looks good. It is nice to see the library out in the community and in the newspaper.

5. Omnibus Agenda

- A. Approval of the September 11, 2017 Board Meeting Minutes
- B. Acceptance of Director's Weekly Reports
- C. Acceptance of the Grant & Donation Report
- D. Acceptance of Program Report
- E. Acceptance of the Statistics Report
- F. Acceptance of IT Report
- G. Acceptance of Financial Reports- provided at the meeting
- H. Approval of the bills payable- provided at the meeting

Motion to approve: __TK___ Seconded: __BN___

Banks___ Cunningham___ Droste_x___ Keefe_x___ Krahnke_x___ Monahan_x___ Newell_x___
Smallhorn_x___ Wiseman___

Chris, The steps and fountain repair are still under way. The City is having Adams Memorial repair the fountain. The electrician has been in and has identified the possible cause of the automatic door not working. A part has been ordered. If the part does not fix it, the unit will have to be replaced which will cost over \$5,000. The new printers have been installed and are working well. An electronic magnifier has been donated to the library. It has been placed in Genealogy. The audit is still occurring.

The next book sale is happening on November 3rd and 4th. The Friends of the Library are having their annual meeting to elect new officers after the sale. If new officers are not elected, the Friends may not be able to continue as an organization.

The Library is going to have a float in the EIU Homecoming parade. The Library was included in the will of Thomas Woodyard and was left \$10,000. As suggested, the Library will use a portion of the donation to create a memorial collection focusing on early 20th century farming in the Midwest.

6. Action Item 2017-13: Approve 2018 holiday and staff training closings.

Motion to approve: __JK___ Seconded: __JS___

Yeas __6__ Nays___

Chris built the schedule based on the current year's holidays. He has added a second training day, wanting one to focus on customer service and the other to focus on safety, including ALICE training. Tim Keefe is an ALICE trainer, and he and Chris will coordinate setting up the training.

Full Board Packet available upon request at the service desk.

7. Action Item 2017-14: Approve 2018 Library Board Meetings.

Motion to approve: __MM__ Seconded: __TK__
Yeas __6__ Nays ____

Library board meetings take place on the first Monday of the month at 6:30PM.

8. Discussion Items

A. Review Chapter 3 of the Trustee Fact Files.

B. Next Board Meeting – Monday, October 2, 2017 at 6:30PM.

C. Other?

- Mary Droste explains the annual campaign letter to the new board members. Mary and Chris have previously discussed who will write the letter. Chris will write the letter and the plan is to have it ready for Board approval at the November meeting.
- Mike Monahan asked about planning a fundraiser event. Mary and Chris have discussed and the plan is to have a fundraising event next calendar year, though planning needs to start early to ensure the library acquires a liquor license.
- Mike Monahan brought up the idea of changing the library logo. The former director, Jeanne Hamilton, had plans to change the logo before she left. Chris has expressed that he has thought about this as well. Tim Keefe and Jessica Krahnke both suggested people they know who work in graphic design and marketing.
- Mary Droste brought up the broken projector in Rotary Room A. Chris has ordered a new projector that should be comparable to the old one and compatible with the system in place. He expects it to arrive tomorrow, and it cost \$400.

9. Adjournment

7:00pm

Full Board Packet available upon request at the service desk.