



Charleston Library Board Agenda
Monday, November 7, 2022 – 6:30 pm

1. Call to Order

2. Roll call

Chiritescu__X_ Cuddy__X_ Doughty__X_ Ferguson__X_ Looby__X_ Meadows___ Monahan__X_ Ricciardi__X_ Smallhorn___

3. Public Comment

4. Board President's Comments

5. Omnibus Agenda

A. Approval of the October 3, 2022 Board Meeting Minutes

B. Acceptance of Director's Report

- The **building** – control system is in place and functioning. Setting time with CLOW to learn system and control it ourselves. Optimized building to be able to control temps thru the day.
- Mechanical side- still run into issues. 1 of our heat pumps was leaking and needed a new gasket and couldn't find one. Needed it custom-made in Texas and when it was being installed it became broken. They're going to take responsibility for fixing it and the bill could be between 8-10k
- A/C unit on original building condenser has gone bad. Need to either replace condenser or entire unit. Got quotes on both options and though it will be more expensive, may be in our interest to replace the entire unit. Still have 1 A/C unit and we're heading into winter so not as pressing.
- Elevator- during normal maintenance the technician went to adjust a wire and blew out control board for main elevator. They have a tech in Effingham to install a replacement board that immediately blew out as well. Came back with an engineer and created a band-aid fix and due to supply issues may not be permanently fixed for another 3 months. Shouldn't incur costs due to the company taking responsibility for it.
- **Personnel**- Posted jobs for employees – need to hire 3 clerks for folks leaving in December. Saw a handful of applications. Looking to hire new staff in the coming weeks and have some overlap between incoming & outgoing in order to handle capacity concerns.
- **Programming**- partnered with chamber of commerce for 'scare in the square'. Hosted outdoor movie viewing.
- Chris attended ILA conference and helped present on advocacy committee
- Past weekend had Star Wars Reads which went really well – had ~30 folks attend which is good considering it's something we haven't done in a while. Something to bring back more consistently going fwd.

C. Acceptance of Stat Report

- 57 new cards last month. YTD up 28% on resident card and 77% increase on non-resident cards
- Digital collection is growing. E-book and audio books growing.
- Up in attendance for every age group
- Computer usage is up
- Meeting rooms – up YTD majority of that is study room B & conference room.

Full Board Packet available upon request at the service desk.

- Visits- 28% uptick and the building is getting busier which is great!
- D. Acceptance of Grant & Donation Report
 - Gladys Nichols memorial we got some donations
 - Navigator funds at 21k still. Will be spending that money soon
- E. Acceptance of Financial Reports- provided at the meeting
 - Heather teaching a new person to run the A/R reports.
 - Some of the numbers are incorrect and Chris will take a closer look to remedy
 - Revenues- some funds aren't being reflected in the latest report.
 - Electricity & Gas – need to cut down our usage and getting the hardware under control will get us there. Right now we're at 62% of our % of YTD budget
 - Trying to get onto County/City internet which could realize cost savings as well (Consolidated contract coming for expiration in Feb)
- F. Approval of the bills payable- provided at the meeting
 Motion to approve: Looby Seconded: Ferguson
 Chiritescu X Cuddy X Doughty X Ferguson X Looby Meadows Monahan X Ricciardi X Smallhorn
- 6. Action Item 2022-14: Vote to approve the Clow Controls & Service Inc. Proposal for Modifying the Building Pressurization Control of the Existing McQuay Roof Top Unit
 Motion to approve: Chiritescu Seconded: Cuddy
 Chiritescu X Cuddy X Doughty X Ferguson X Looby X Meadows Monahan X Ricciardi X Smallhorn
- 7. Action Item 2022-14: Vote to approve 2023 Library Board Meetings.
 Motion to approve: Ricciardi Seconded: Looby
 Yeas 7 Nays 0
- 8. Action Item 2022-14: Vote to approve 2023 Library closures.
 Motion to approve: Ferguson Seconded: Chiritescu
 Yeas 7 Nays 0
- 9. Discussion Item
 - A. Library Board Committees
 - a. Chris wants to establish involvement in committees to help support Chris and activate the board members.
 - b. Committees would meet on their own and during monthly meetings each committee could provide updates.
 - B. Fundraising Initiatives
 - a. What does fundraising look like at the library?
 - b. Updating fundraising letter and Chris going to send it out
 - c. Discussed Literature & Libations for Spring 2024 ideas
 - C. *Serving Our Public 4.0 Standards for Illinois Public Library Chapters 6-10 Review*
 - D. Next Board Meeting – Monday, December 5, 2022 at 6:30PM.
 - E. Agenda Building
 - F. Other?
- 10. Adjournment

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