

**Charleston Library Board Agenda**

**Monday, March 3, 2025** – **6:30 pm**

1. **Call to Order**
2. **Roll call**

Burnham\_X\_\_ Chiritescu\_X\_\_ Cuddy\_X\_\_ Curry\_X\_\_ Doughty\_A\_\_ Ferguson\_\_X\_ Looby\_X\_\_ Olsen\_A\_\_ Viertel\_X\_\_

1. **Public Comment**
2. **Board President’s Comments**
3. **Omnibus Agenda**
4. Acceptance of the February 3, 2025 Meeting Minutes
5. Acceptance of Director’s Report
6. Acceptance of Statistics Report
7. Acceptance of Grant & Donation Report
8. Acceptance of Financial Reports- provided at the meeting
9. Approval of the bills payable- provided at the meeting

Motion to approve: \_BC\_\_\_ Seconded: \_DC\_\_\_

Burnham\_\_\_ Chiritescu\_\_\_ Cuddy\_\_\_ Curry\_\_\_ Doughty\_\_\_ Ferguson\_\_\_ Looby\_\_\_ Olsen\_\_\_ Viertel\_\_\_

*Building Update:* The front door is fixed. Heating is working in Beth’s office, but now not operating fully in the KidSpace workroom. The issue with heating in the conference room has been identified and a part has been ordered. A toilet had a valve fail and was just continuously flushing. DHM was able to fix that as well as slow flushing in the downstairs men’s urinal. On Friday, 2/21, closing staff found a pipe had sprung a leak in the downstairs mechanical room. DHM was able to get a plumber there that night and fix the issue. Unfortunately, the pipe was a sewer pipe. Chris hired KIMA to professionally clean the room.

*Personnel:* The Library held its Staff Training Day on 2/17. Library staff reviewed the FY26 budget, building safety, governmental responsibilities and staff expectations, Literature & Libations, Summer Read, and other upcoming programs and projects.

*Programs and Services*: Educate Station is officially live. It offers full curriculum for Pre-K through 5th Grade. Chris is able to track downloads and will incorporate them into the circulation statistics. Chris represented the Library at WEIU Kids Day. Kirsten is starting a new storytime program called Family C.R.A.M.M. which will run two days a week at different times.

*Finances:* The Library was awarded a $3,240 Regional Capactiy Microgrant for the continued purchase of Dial-a-Ride tokens. The February Book Sale raised $1,314. The Library received $646 in Mobile Home Tax.

1. **Action Item 2025-02:** Approve the transfer of $103,000 from Illinois Funds to First Mid Bank and Trust account.

Motion to approve: \_DV\_\_\_ Seconded: \_\_JL\_\_

Burnham\_Y\_\_ Chiritescu\_Y\_\_ Cuddy\_Y\_\_ Curry\_Y\_\_ Doughty\_\_\_ Ferguson\_Y\_\_ Looby\_Y\_\_ Olsen\_\_\_ Viertel\_Y\_\_

1. **Discussion Item:** Fiscal Year 2026 Budget

The Library Board agreed to adjust the non-resident card fee to $50. They agreed to remove the Nonprofit food fee for meeting room reservations and to raise the private and for-profit room reservation fee by $5 per room. The Board also agreed on a 3% raise for full-time staff and a 2% raise for part-time staff. The Fiscal Year 2026 Budget has a total revenue of $540,105 and a total expense of $542,805. The Library Board will vote to officially ratify their decisions at the April Board meeting.

1. **Action Item 2025-02:** Vote to recess into Executive Session for the purpose of discussing personnel-5 ILCS 120/2 (c)(1) at \_7:08\_ P.M.

Motion to approve: \_BF\_\_\_ Seconded: \_DV\_\_\_

Burnham\_Y\_\_ Chiritescu\_Y\_\_ Cuddy\_Y\_\_ Curry\_Y\_\_ Doughty\_\_\_ Ferguson\_Y\_\_ Looby\_Y\_\_ Olsen\_\_\_ Viertel\_Y\_\_

**VOTE TO LEAVE EXECUTIVE SESSION AT \_7:35\_P.M.**

Motion to approve: \_JL\_\_\_ Seconded: \_LB\_\_\_

Burnham\_Y\_\_ Chiritescu\_Y\_\_ Cuddy\_Y\_\_ Curry\_Y\_\_ Doughty\_\_\_ Ferguson\_Y\_\_ Looby\_Y\_\_ Olsen\_\_\_ Viertel\_Y\_\_

1. **Discussion Items**
2. Literature & Libations 2025
3. Next Board Meeting – Monday, April 7, 2025 at 6:30PM.
4. Agenda Building
5. Other?
6. Adjournment

at 7:52pm