



## Charleston Library Board Agenda Monday, October 3, 2022 – 6:30 pm

### 1. Call to Order

### 2. Roll call

Chiritescu\_X\_\_ Ferguson\_X\_\_ Looby\_X\_\_ Meadows\_\_\_ Monahan\_X\_\_ Ricciardi\_X\_\_ Smallhorn\_\_\_

Debbie Cuddy was in attendance. Debbie will be appointed to the Library Board at the October 4<sup>th</sup>, 2022 City Council Meeting.

### 3. Public Comment

### 4. Board President's Comments

### 5. Summer Read 2022 Presentation

- Katie & Beth
- **Kids Summer read** is done every summer. 8 weeks long and typically has a theme. This year is 'Read beyond the beaten path' Dav Pilkey
- For all ages (infants →) and does not require a library card to participate. Try to make it as easy as possible to participate
- Previously used to be weekly but now if you read 2 hours you can submit for a prize.
- Can submit activity online after reading 2 or more hours
- Katie builds newsletter which gets sent 2<sup>nd</sup>/3<sup>rd</sup> week in May for display at desk, newspaper & online newsletter. Chris created Facebook events, and all details were also in online calendar.
- Schools get the full newsletter in pdf format for distribution from principals
- Offer activities and BINGO tasks to participate in ways other than reading – more chances to get involved
- Beth visited Carl Sandburg for in person announcement and promoting prizes
- Logic behind it is that reading 20 mins per day provides multitude of benefits for learning
- Prizes included Dairy Queen, Monical's & a free book
- Kidspace and teen programming – bleach stencil t-shirts, library scavenger hunt, outdoor story time and Kiwanis park, music & movement, books & babies, Douglas Hart 'Survival Sleuths', Artbook and collage, mini golf, Nintendo switch.
- **Adult Summer Read**- biggest difference between adults & the kids is fewer incentives for adults.
- **Bird Walk** at Lake Charleston (4 attendees). Another is coming up October 12. Try to do seasonally
- **Summer Movies** showed various movies on Wednesday, Thursday and Sundays
- **Take& make crafts**- had 2 options available including make your own landscape and paper bag scrapbook
- **Tour of old main**- 10 attendees- led by Mark Hudson. Possibly can tour Blair hall and Pemberton hall next summer.
- **Crafternoon**- 2 craft options (ages 18+) flower pounding
- **Technology workshop**- only 2 attendees which was impacted by the HOT library over the summer. Educate people about eResources including cloudLibrary, Libby by Overdrive. Will run program again in October
- **Food drive**- previously these were incentivized around cancelling fines but decided to go ahead despite no more fines. Took 2 large donations to the food pantry
- **WINTER** read is adults only for the month of February. Can enter to win prizes.

Full Board Packet available upon request at the service desk.

## 6. Omnibus Agenda

A. Approval of the August 1, 2022 Board Meeting Minutes

B. Approval of the September 7, 2022 Board Meeting Minutes

C. Acceptance of Director's Report

- Had power surge on Friday Sept 23. All of last week air conditioning would not turn on which caused an uncomfortable internal temperature.
- Luckily DHM was in the building and CLOW was working on the mechanical side and just today (Oct 3) they got it back up & running.
- DHM still working on heating pumps and running into challenges
- CLOW hasn't been back in the building but Chris is asking them to come back and finish the work. They still cannot find control box for radiators on top floor which is precluding completion of the project.
- Issue with front door- handicap opener stopped working. Needed to get the arm repaired which incurred a \$2500 bill.
- In the past week a chair was burnt with a lighter – it was not captured on camera but happened at entrance of genealogy. Chris called the police and it is documented.
- IT upgrade: copiers, print release software, preparing for upgrade to Windows 11 by 2025.
- Print release software company Chris likes costs 10k up front and couple k per year
- Personnel- Laura Evans gave her notice and left the library
- Megan started as an intern and came on as an employee to pick up Laura's hours
- Jerelyn and Shailee are leaving in December because they student teach in the spring, will have job postings in December to maintain staffing levels going into the holidays and 2023
- Hosted non-profit executive round table series- conduct professional development and networking for directors of non-profits which is a good networking opportunity
- Hosted job readiness program to help with job-seeking skills

D. Acceptance of Stat Report

- Chris was inspired from attending a conference to update the statistics presentation regarding consumption. Tracking circulation and other things.
- New library cards have seen huge growth (76 cards in August)
- Seeing relative growth in computer use. 549 computer sessions in August compared to 1600 in Aug 2019

E. Acceptance of Grant & Donation Report

- Got a donation for \$2000 from a patron

F. Acceptance of Financial Reports- provided at the meeting

- Got per capita grant (25k from state library)
- Got personal property tax & others

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

- Chris reviewed payment batch register

Motion to approve: \_\_Ricciardi\_\_      Seconded: \_Looby\_\_

Chiritescu\_X\_\_ Ferguson\_\_X\_\_ Looby\_\_X\_\_ Meadows\_\_ Monahan\_X\_\_ Ricciardi\_\_X\_\_ Smallhorn\_\_

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7. Action Item 2022-13: Vote to approve new copier lease.

Motion to approve: \_\_Chiritescu\_\_ Seconded: \_\_Ferguson\_\_

Chiritescu\_X\_Ferguson\_X\_Looby\_X\_Meadows\_\_ Monahan\_X\_Ricciardi\_X\_Smallhorn\_\_

- Current lease expires in December
- Chris has been reviewing proposals and Watts came in with best price for 60 month lease.
- Biggest change is the genealogy printer won't be as big as main lobby or top floor due to lower use
- Chris recommends Watts because it is cheaper per month & page compared to GFI for essentially the same hardware/service

8. Discussion Item

A. Literature & Libations 2022 Overview

- a. Event was great! Everyone had a good time. Really positive reception
- b. 78 in attendance
- c. Raised 7800 in revenue (spent 2200) profit over 5600
- d. Perhaps make it yearly instead of bi-annual?
- e. Should we find a way to catch patrons more versus a carnival to open it up and broaden the scope of goodwill
- f. Open to ideas where we can do smaller scale programs that would add up in aggregate
- g. More fundraising discussions in future meetings...

B. *Serving Our Public 4.0 Standards for Illinois Public Library* Chapters 1-5 Review

- a. Not a 1 sized fits all – its goals that we should be striving for and thinking about creating 'board orientation' program for new board members.
- b. Reviewing personnel policy- needs to be refreshed.
- c. Staff evaluations (including director)

C. November Book Sale

- a. May need board members to help supervise the college students who run it.
- b. Chris will send email for heads up.

D. Next Board Meeting – Monday, November 7, 2022 at 6:30PM.

E. Agenda Building

F. Other?

9. Adjournment

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