



**Charleston Library Board Minutes
Monday, October 7, 2019 – 6:30 pm**

1. Call to Order

2. Roll call

Banks Cunningham Droste Keefe Monahan Newell Smallhorn Wiseman

3. Public Comment: None

4. Board President's Comments: None. Mary Droste not present at meeting. Craig Cunningham ran meeting

5. Omnibus Agenda

A. Approval of the September 9, 2019 Board Meeting Minutes

B. Acceptance of Director's Report

C. Acceptance of Program Report

D. Acceptance of Statistics Report

E. Acceptance of IT Report

F. Acceptance of Grant & Donation Report

G. Acceptance of Financial Reports- provided at the meeting

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

Motion to approve: BW Seconded: MM

Banks Cunningham Droste Keefe Monahan Newell Smallhorn Wiseman

Chris appeared on CI Living on 9/24 and attended middle school for books and bites. HVAC is still not fully operational. The network room AC is not working. The company we are working with has been good to work with and helping us look for ways to save money through bulk discounts. etc Kattie Livingston started cataloguing training. Heartland currently does this and charges us for it. With this training, Kattie will be able to do this. Training will take a few months. The process is very intricate and detailed in nature. She will be certified by Heartland in the end.

We are looking to hire someone to replace Niko who will leave in February to teach abroad. We can afford the new hire.

We did receive a donation from Rotary for \$299. This will be used to purchase a carpet cleaner for the library. This has been purchased and already used by Sandy for spot cleaning carpets and cleaning chairs. One of our electric scooters died. Got the funds from the Lions club and anonymous donor. Per capita grant money came in.

Financials: Heather. Per capita money shows up in cash. No property taxes in September. Will get another in November. About 1/2 of the revenues have come in Expenses, we are at 39% of budget at 5 months into the fiscal year. No out of the ordinary expenses this month. YTD \$30,000, \$6000 more than last year.

Full Board Packet available upon request at the service desk.

Heather asked if we wanted to put some money into Illinois Funds. It yields a higher percent and funds can be withdrawn at any time. 2% interest rate as opposed to nearly nothing in a savings account. Heather suggested \$150,000 which would bring in \$3000 additional per year. Chris and Heather will look into the process to transfer funds.

6. Action Item 2019 – 8: Review and approve policy changes.

Motion to approve: 5 Seconded: 0

Yeas BN Nays MM

1. Adding the Administrative Rules citation as to why non-resident card holders must go to the geographically closest library for a library card.
2. Removing “nonprofit” as a qualifier for an Organization Library Card.
3. Restructured the Check Out Period chart to group collection items by type.
4. Changed Video Game check outs from 28 days to 14 days and created the category New Video Games with a 7 day check out.
5. Adjusted the Digital collections to reflect the Library’s current offerings.
6. Added the Professional Accessories Library to the Check Out Period chart.
7. Removed the clause that “Overdue fines will not exceed \$10”.
8. Added the citation to the ALA Freedom to Read Statement.
9. Added the Disc Cleaner and Laminator sections to Library Services.
10. Adjusted the Fire Code Capacity for the Rotary Rooms and the Craft Room to reflect the new numbers provided by the Charleston Fire Department.
11. Added a penalty structure for meeting room reservation late arrivals.
12. Rewrote the penalty for meeting room reservations no shows.
13. Added Study Groups to the list of No Charge groups for use of the meeting rooms.
14. Adjusted the Non-Profit group meal fee from “Additional Fee if serving a full meal” to “Additional Fee if serving food”.
15. Removed the Non-Profit group food fee for the Craft Room.
16. Adjusted the Non-Profit group food fee for both Rotary Rooms to \$30.
17. Added the qualifier that the Library Director must be the one to approve the sale of items in the meeting rooms.

7. Discussion Items

- A. Literature & Libations, Vol. 3
- B. Review Chapters 13 and 14 of the Trustee Fact Files
- C. Next Board Meeting – Monday, November 4, 2019 at 6:30PM.
- D. Other?

Lit and Libations ideas: Perhaps moving the time from August to June. Perhaps changing to from a Friday to Saturday night. May appeal to younger crowd, kick-off prior to the week of EIU homecoming.

Adult scavenger hunt. Theater Group performance. Big puzzle. Trivia contest. Changing the name of the event. Community art, pendulum idea. Find other ways for people to spend more money once they get in the door.

Give people a reason to stay longer at the event. Our ticket get you 1/2 off a drink at a local bar or coffee house. Photo Booth. Re-envision the event to keep it fresh.

8. Adjournment

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