

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, May 10, 2021**

Call to Order

Roll Call

Present:

Andrea Bradley  
Jenna Griffith  
Jon Musgrave - absent  
Dr. John O'Keefe  
Megan Tate  
George Trammell  
Kim Walker  
Linda Walker  
Andrew Wilson - absent  
Loretta Broomfield - Director

**Recognition of Visitors and Visitor Comments:**

No visitors.

**Minutes:**

There was a motion made by Linda Walker seconded by John O'Keefe to approve the April minutes. All were in favor and the motion passed.

**Financial Statement:**

Loretta reported that 84% of the budget was spent this fiscal year. April was the last month of the fiscal year. The motion was made by Andrea Bradley and seconded by Jenna Griffith to accept the April financial statement. All were in favor and the motion passed.

**Director's Report:**

1. Library Activities Summary

- Loretta attended the Reaching Forward Conference virtually. The library won a one-year subscription to Venngage Infographics. The library has decided to change back to the SAM system from the Papercut program for patrons to print. Ross Construction is one step closer to finishing the project. HVAC project is going well - they are right on schedule.

2. Circulation & Traffic Report

- Circulation has obviously increased from last year because the library was closed at this time last year. Circulation was slightly down in April compared to March, probably due to the fact that we only did curbside pickup for a few days due to low staff numbers because of Covid. Right now we have 2,982 active patrons. There are 267 non-resident patrons representing 178 different households.

3. Department Activities Summary

*Children's Department:* Shelley is continuing virtual story time. She will go back in person for story time for summer reading. The garden club came in and did the story time for Earth Day. Continuing to do grab and go crafts. The Miner's story walk is still making the rounds at different schools and libraries. 521 people participated virtually and in person in the children's programs.

*Young Adult Report:* Mandee is continuing with Project Next Generation Programming. She's doing in person craft days.

*Adult Department:* Kelly did a virtual library crawl. Several people took the passports and only one returned it. She also sat in on the interviews for the Librarian 1 position. Kelly is also doing the grab and go crafts as well as the book club.

4. Upcoming Events:

- See above.

5. Grants

- Mid-May we should find out if we got the Dollar General Summer Reading grants.

6. SHARE Cloud Library Report:

- Nothing to report.

7. Illinois Heartland Library System

- Nothing to report.

**Committee Reports:**

1. Personnel: Hired a new Librarian 1: Kayla Whitaker. Her first day was April 27. Katie Stotlar tendered her resignation as Coordinator of Business Services. Her last day was last Friday. Loretta immediately had Elva train with Katie to take over some of her most important duties.

2. Building & Grounds: HVAC project is on track. Paul replaced ballasts and changed bulbs in light fixtures, installed security key box for Tech Center cabinets, and other general maintenance.

3. Finance: We can go back to spending as usual - no more restrictions from the city.

4. Friends of the Library: They are trying to get volunteers to help with the 5k.

5. Technology: Switching from Papercut to SAM (see above). Loretta also talked to IT about getting a computer upgrade schedule.

**Unfinished Business:**

1. None

**New Business:**

1. Bylaws revision: The board had a first reading of the proposed bylaws. Discussion of adding virtual meetings via zoom as a possibility to establish a quorum if it complies with the Open Meetings Act. Adding "as needed" to the language about committees that don't currently meet but that may need to meet in the future.

2. The library has two accounts with Edwards Jones. It would be easier to transfer money out of that account into the library's bank account by setting up direct deposit. The director will report to the board when these transfers occur. A motion was made by John O'Keefe and seconded by Andrea Bradley to set up that direct deposit. All were in favor and the motion passed.

3. Megan Tate is resigning from the board. Board members will brainstorm potential board members.

4. Payment of April 2021 bills: A motion was made by John O'Keefe and seconded by Linda Walker to pay the April bills. All were in favor and the motion passed.

5. The next meeting will be Monday, June 14, 2021.

Adjournment: John O'Keefe made a motion to adjourn at 7:28, second by Kim Walker, all were in favor and the motion passed.