

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, April 11, 2022**

Call to Order - meeting started at 6:30.

Roll Call

Present:

Andrea Bradley  
Twila Couey  
Jenna Griffith - Absent  
Carolyn Loving  
Dr. John O'Keefe  
George Trammell  
Kim Walker - Absent  
Linda Walker  
Andrew Wilson - Absent  
Loretta Broomfield - Director

**Recognition of Visitors:**

None

**Minutes:**

There was a motion made by Linda Walker seconded by Andrea Bradley to approve the March minutes. All were in favor and the motion passed.

**Financial Statement:**

Loretta reported that about 85% of the budget has been spent at this point. A motion was made by Carolyn Loving and seconded by Dr. O'Keefe to accept the budget as presented. All were in favor and the motion passed.

**Director's Report:**

- Loretta reported that a FOIA request was received. She responded to it the same day.
  - Other items to be addressed later in the agenda
1. Circulation & Traffic Report - Loretta reported that overall circulation from last year is up 13% with only a slight decrease in YA (3%) and Cloud Library (27%). Traffic is up by 3% and curbside is down by 75%. Circulation from February 2022 to March 2022 is also up by about 8% with a slight decrease in electronic resources 8%. Overall traffic between February and March increased 21% and curbsides decreased by 40%.
  2. Department Activities Summary
    - Children's Department Report:* Shelly has been seeking sponsorships and donations for summer reading and otherwise planning for summer programs. In addition, she has continued with story time twice each week and Lego Club, tween movie day, grab and go crafts and Playroom Playdate. She has also been training her new staff member, Jenna Barnes.
    - Young Adult Department Report:* Coordinator Mande Villa's last day was March 18. Caitlin Coale was appointed interim Coordinator of Young Adult Services effective March 19. Caitlin has been an employee for several years and is well qualified for this position. She has jumped right into summer reading planning mode and has already hosted several craft and PNG/STEAM Club activities.
    - Adult Services Report:* Kelly has been conducting interviews with me and training new hires. She also offered a grab and go craft as well as her monthly book club. She is busy planning summer reading program activities for adults. Kelly and Keith attended a job fair at Marion High School to introduce students to LinkedIn Learning for Libraries and EBSCO Career software acquired through the ARPA grant.
    - Coordinator of Library Services:* Keith has taken the lead on the 5K organizing. He is the liaison with Run to Succeed, the sponsors, the food trucks and entertainment. He also worked with Terance in March to rebuild the library's website.

*Maintenance:* Paul painted a green screen wall for PNG, helped set up before the book sale and tear down after the book sale, in addition to his regular maintenance duties.

3. Coming events: Upcoming PNG sessions focus on photography. The last weekend in April the PNG students will have electronic galleries (projectors) displaying their photographs. The public will be invited to vote and a grand prize will be awarded. Kelly has arranged for a Road Scholar program on April 21, "Journeying through the American Indian Way of Life." The focus is on tribes that once inhabited Illinois and includes the history of the Trail of Tears in Illinois.

4. *Grants:* All reports are up to date. Rita Stephens from the Illinois State Library will do a site visit on April 28. The PNG grant ends June 30 and ARPA ends September 30. We will be spending down those funds in the coming months.

5. Illinois Heartland Library System – The IHLS nominating committee asked Loretta to run for reelection. Voting runs through April 15. IHLS plans to put out an RFI for automatic materials handlers (AMH) to be used at each of the three hubs. The large initial investment is predicted to break even within 7-8 years. Should save staff time. If this happens, we will have to begin placing our item barcodes on the outside of the material rather than inside.

### **Illinois State Library Council**

- no report

### **Committee Reports:**

1. Personnel: Two full time positions were vacant. Loretta advertised and interviewed to fill those positions. Caitlin Coale was promoted to fill the Coordinator of Young Adult Services and Kailey Murphy was promoted to fill the position of Office Assistant. Due to Caitlin and Kailey's promotions, their Librarian I positions were vacated. There was also two open part-time Librarian I positions. After advertising and interviewing, the following were hired as new Librarian I staff: Jenna Barnes (FT), Henry Treadway (FT), Branda Brown (PT), and Nicole Vandenplas (PT).

2. Building & Grounds: Roof replacement is on the agenda for tonight's City Council meeting. Reynolds Roofing was the low bidder and offered a multi-building discount as the Marion Fire Department also needs a new roof. Landscapes by Chris Sollers added fresh mulch to library landscaping this month.

3. Finance: The library received a \$9,000 check from the estate of Mr. and Mrs. Peterson. The executor indicated the money is to be spent how the staff and board see fit. Loretta suggested we replace the obsolete microfilm reader with a state of the art one, and move the local history and genealogy to the former technology lab and rename the room in their memory. Dr. O'keefe made a motion to move the local history and genealogy to the former technology lab. The motion was seconded by Andrea Bradley. All were in favor and the motion passed.

4. Friends of the Library – The Friends book sale in March brought in a little over \$1,200. Their membership drive netted 18 new members with a drawing for a coupon to be used at a future sale. Two prison librarians selected book sale leftovers on the Monday following the sale. Friends have been organizing the sale room and plan to have all nonfiction in the room permanently.

5. Technology: Terance and Keith joined forces to create a new library website. It looks similar but displays and functions much better on mobile devices and is easier to update.

### **Unfinished Business**

1. Statements of Economic Interest – Receipts were distributed

### **New Business:**

1. Addition to Collection Management Policy

- a. Andrea Bradley made a motion to add a statement indicating that materials remain a part of the collection during the reconsideration process. The motion was seconded by Linda Walker. All were in favor and the motion passed.

2. Payment of bills

- a. A motion was made by Dr. O'Keefe and seconded by Twila Couey to pay the monthly bills. All were in favor and the motion passed.

3. Next meeting is May 9th, 2022

4. Adjournment

- a. A motion was made at 7:15 by Dr. O'Keefe to adjourn, it was seconded by Twila Couey. All were in favor and the motion passed.