

**MARION CARNEGIE LIBRARY
BOARD OF TRUSTEES MEETING
6:30 p.m., Monday, January 10, 2022**

Call to Order - meeting started at 6:30.

Roll Call

Present:

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

Recognition of Visitors:

None

Minutes:

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

Financial Statement:

Loretta reported that about 63% of the budget has been spent at this point. A motion was made by Carolyn Loving and seconded by Dr. O'Keefe to approve the November financial statement. Linda Walker make a motion and Carolyn Loving seconded to approve the December financial statement. All were in favor for both months and the motion passed.

Director's Report:

- Loretta reported that staff has started planning for Summer reading.
- Loretta reported that the staff is working toward a new long range plan for the library.
- Loretta reported that the city will be requiring staff to be vaccinated or do weekly testing.
- Loretta attended the IHLS day via Zoom.

1. Circulation & Traffic Report - Loretta reported that traffic and circulation was up for November and December for Adults & YA, but was down for Juvenile and e-books.

2. Department Activities Summary

Children's Department Report: Shelly reported 195 participants in activities and story hours during November and 953 participants attend programs during December. Shelly also reported that 8044 people attended programs during 2021, up almost 1,800 from 2020. Highlights from November and December include: Story hour with Santa, a Grinch story hour with a Grinch activity throughout the month, a story walk around the square, chalk painting as well as several thankful story hours throughout November.

Teen Report: Mande reported that she had quite a few people for the months of November and December - activities included 6 craft nights, 4 PNG/STEAM programs and holiday party.

Adult Services Report: Kelly reported that throughout the months of November and December she held 2 craft nights for patrons, as well as hosted the book club and gave the GED class from JALC a tour of the building.

Coordinator of Library Services: Keith reported that due to increased demand for the PNG grant they have had to move to bigger location in the library. He also reported that the library received a "Bouncing Back from the Pandemic" grant from the state - they have been working with patrons to provide career and job information.

3. Coming events: The theme for the month of January is Heroes, with crafts and story hours lending themselves to this theme. There will be several PNG activities and craft nights. The library will also do a collection of Pet supplies for the local shelters.

4. *Grants:* Loretta reported that the library is working on the ARPA grant, with some items in and some items still waiting to be delivered. Loretta reported that they are working on the reporting for the PNG grant and also the Per Capita Grant.

5. Illinois Heartland Library System - Loretta and Jenna reported on Library Legislation Day on February 14th and encouraged folks to attend and advocate for Libraries.

Illinois State Library Council

- no report

Committee Reports:

1. Personnel: Loretta reported that a new shelver, Chance Davis has been hired.

2. Building & Grounds: The HVAC project is completed.

3. Finance: None

4. Friends of the Library – The book sale in November raised \$1,200. The next meeting will be March 14th, with a sale to follow.

5. Technology: Loretta is working with Terrance Henry from the city to develop a plan to see what the library might need to apply for e-rate.

Unfinished Business

1. none

New Business:

1. Materials Selection Policy

-Per the suggestion of the mayor the board reviewed the current Library Selection policy. Loretta reworked this policy and the board is reviewing it. Several suggestions were made and the board will review the updates at the next meeting.

2. Payment of bills

- a. A motion was made by Andrea Bradley and seconded by Dr. O'Keefe to pay the November bills. A Motion was made by Andrea Bradley and seconded by Dr. O'Keefe to pay the December bills. All were in favor and the motion passed.

3. Next meeting is February 14th, 2022

Adjourned at 7:50 p.m.

-respectfully submitted by Jenna Griffith, Secretary