

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, August 8, 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  
Kim Walker - Absent  
Linda Walker  
Andrew Wilson  
Loretta Broomfield - Director

**Recognition of Visitors:**

None

**Minutes:**

There was a motion made by Linda Walker seconded by Twila Couey to approve the May minutes - there was no June meeting. All were in favor and the motion passed.

**Financial Statement:**

Loretta reported that about 25% 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 financial report as presented. All were in favor and the motion passed.

**Director's Report:**

- Loretta reported that summer reading was very busy.
  - Loretta reported that library received the PNG grant for \$32,000.
  - Loretta reported that she and others met with Man-Tra-Con to schedule some upcoming activities.
1. Circulation & Traffic Report - Loretta reported that traffic and circulation were up just a tiny bit in May & June, for both print and electronics.
  2. Department Activities Summary
    - Children's Department Report:* Shelly reported they had over 2,500 participants attend summer reading activities with more reading logs turned in this year than last year. There were story hours all over town, from the HUB, to the Pavilion to the skating rink.
    - Teen Report:* Caitlin reported that she had 574 participants in Summer Reading. They read over 131 books and participated in 31 programs. One of the highlights of the summer was the end of the Summer Cosplay Con.
    - Adult Services Report:* Kelly reported that many adults participated in summer reading activities including book clubs and several art projects. Highlights of the Summer included the Star Wars escape room and Summer Soiree.
    - Coordinator of Library Services:* Keith was able to spend down the final quarter of grant funds for PNG and partnered with Man-Tra-Con and Kristin Moore Photography for programs for the Continuing Careers ARPA grant.
  3. Coming events: The Friends will be hosting a book sale. There are several story hours coming up with the themes of animals. In addition, the teens and tweens have upcoming crafts and movie nights.
  4. *Grants:* Loretta reported that the library did receive the PNG grant for next year for a total of over \$32,000.
  5. Illinois Heartland Library System - Loretta reported the Illinois Heartland Library System was awarded 1 of the best places to work by the St. Louis Post Dispatch.

**Illinois State Library Council:** None

**Committee Reports:**

1. Personnel: None
2. Building & Grounds: The Library took water in the basement last week, but it has been all cleaned up.
3. Finance: None
4. Friends of the Library – The next Friends meeting will be August 16<sup>th</sup>. The next book sale will be August 19<sup>th</sup> & 20<sup>th</sup>.
5. Technology: none

**Unfinished Business**

1. none

**New Business:**

1. Election of officers:  
Dr. O'Keefe made a motion to keep the current slate of officers; it was seconded by Linda Walker. All were in favor and the motion passed.
2. Board meeting attendance  
Loretta spoke with folks to try and figure out the best way to make sure that board members would be attending or not so a quorum can be made for a meeting.
3. Implementing Use of Consent Agenda  
A motion was made by Dr. John O'Keefe and seconded by Carolyn Loving to move toward a consent agenda at future meetings. All were in favor and the motion passed.
4. Unattended Children Policy:  
A motion was made by Carolyn Loving and seconded by Twila Couey approve the proposed changes to the Unattended Children policy. All were in favor and the motion passed. Children under age 11 must be supervised by a caregiver at least 16 years of age. The wording in the handbook will be edited to reflect this change.
5. Annual Report for FY2022:  
Loretta presented the annual report emphasizing that though there was a dip in every area in 2021, those numbers are back up to normal or above for 2022.
6. Purchase of ScanPro2500 with funds from the Peterson Trust:  
A motion was made by Linda Walker and seconded by Andrea Bradley to spend \$10,179 of the Peterson funds to purchase a new microfilm reader. All were in favor and the motion passed.
7. Purchase of Desktop PC with funds from Peterson Trust  
A motion was made by Dr. John O'Keefe and seconded by Andrew Wilson to spend no more than \$1,000 on a computer for the microfilm reader using Peterson funds. All were in favor and the motion passed.
8. Aikman project - Circulation Desk for Children's Department:  
A motion was made by Andrea Bradley and seconded by Andrew Wilson to use Aikman funds to purchase a new circulation desk for the Children's department. All were in favor and the motion passed.
9. Payment of May, Jun & July bills
  - a. A motion was made by Linda Walker and seconded by Dr. John O'Keefe to pay the May, June & July bills. All were in favor and the motion passed.
10. Next meeting is September 12<sup>th</sup>, 2022
11. Adjournment
  - a. A motion was made at 7:22 by Carolyn Loving to adjourn. The motion was seconded by Andrew Wilson. All were in favor and the motion passed.

-respectfully submitted by Jenna Griffith, Secretary