

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, February 14, 2022**

Call to Order - meeting started at 6:32.

Roll Call

Present:

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

**Recognition of Visitors:**

None

**Minutes:**

There was a motion made by Carolyn Loving and seconded by Twila Couey to approve the January minutes. All were in favor and the motion passed.

**Financial Statement:**

Loretta reported that about 70% of the budget has been spent at this point. A motion was made by Kimberly Walker and seconded by Andrea Bradley to approve the January financial statement. All were in favor and the motion passed.

**Director's Report:**

- Loretta reported planning for summer reading has started. The theme is Read Beyond the Beaten Path. We will do a second annual 5K kickoff.
- There has been a lot of staff absences due to Covid, quarantine, and bereavement in the last month. The winter weather also forced an early closure one day and the library was closed for two days afterward due to hazardous winter conditions.

1. Circulation & Traffic Report - Loretta reported that circulation was up from December to January in all areas except YA. Circulation from Jan. 2021 to Jan. 2022 was also up in most areas with a slight decrease in adult and YA. Cloud Library circulation more than doubled. Traffic has increased. In January 2021, we were under decreased "winter" hours and we offered no in person programs (only virtual and grab and go programs).

2. Department Activities Summary

**Coordinator of Adult Services:**

Keith has been organizing the 5K Summer Reading Program kickoff and handling marketing and promo for it. Keith has also been involved in some community projects and has appeared on Channel 3 to promote our ARPA grant and the collaboration with PCs for People.

**Coordinator of Children's Services:**

Shelley started a very simple new program called Playroom Playdate on Friday mornings from 10-noon. It is an unstructured playtime encouraging parents and caregivers to bring their children to the library to read and play together. It has been fairly well attended with about 4-12 in attendance each week. The story hour theme in January was heroes. Due to staffing shortages, a couple of the programs had to be cancelled. Tween movie day and grab and go craft still took place.

**Coordinator of Young Adult Services:**

Mandee hosted two craft days and a STEAM Club activity building roller coasters.

**Coordinator of Adult Services:**

Kelly hosted an event in memory of Betty White. It included snacks, games, a showing of Golden Girls episodes, and a drawing for two free tickets to see the Golden Girls puppet show at the Civic Center in April. Pet supplies were collected for a local animal shelter. In addition, Kelly conducted monthly craft day and her monthly book club with a few new faces in attendance.

**Maintenance:**

In addition to Paul's usual maintenance, he added shelving to the Children's Department using shelves donated by Greenville University. He has also done some painting in the Children's Department to make the walls mix better with the fresh paint in the Aikman Playroom. He has also trapped two squirrels in the attic and freed them outside.

3. Coming events: Continuing Careers with MCL will take place on 2/17/22. We will have representatives from Mantra Con, Hire Level, and Priority Staffing Group here to offer sessions to job seekers. This is a component of the ARPA grant. Lawyer in the Library resumes after a hiatus in December. The lawyer will be here on the first Tuesday of each month from 5:30-7:30 by appointment. PNG sessions in February will focus on computer coding. We will host a Zoom event called, "Pre-Civil War Quilts: Secret Codes to Freedom on the Underground Railroad" on 2/24/22 at 6:30.

4. *Grants:* Loretta reported that Per Capita Grant application as well as the quarterly reports for the PNG and ARPA grants were both submitted to the State Library ahead of the deadline. We are spending down the PNG and ARPA grants and have spent approximately 75% of the total funds to date.

5. Illinois Heartland Library System - Loretta reported that IHLS has created a resource page specifically to help libraries deal with the recent influx of book challenges and censorship issues. The page provides links to news articles, online training, intellectual freedom resources, information about collection development policies, challenge forms, etc. IHLS continues to offer "Third Thursday Trainings" at the Members Matter Meetings. The next one is 2/17/22 and the topic is grant writing. The Third Thursday in March will focus on Equity Diversity and Inclusion in libraries.

**Illinois State Library**

- no report

**Committee Reports:**

1. Personnel: None
2. Building & Grounds: There are some roof leaks. Loretta is obtaining estimates to replace the rubber membrane on the roof and has budgeted for this in the upcoming fiscal year.
3. Finance: The proposed FY 2023 budget was provided to the board as informational. The budget has been submitted to the Treasurers office and Loretta will meet with Steve and Cody in the next week or so to go over it. The only significant increase was for "Building Improvements" to cover the cost of a new roof.
4. Friends of the Library – The next meeting will be March 15th, with a sale to follow that weekend. Friends have been organizing the book sale room in preparation for the sale.
5. Technology: Loretta reported that IT has ordered 6-8 new computers to replace some of the oldest ones in our inventory. This was a budgeted expense.

**Unfinished Business**

1. Materials Selection Policy: Changes were made as directed by the board at the January meeting. The approved policy will be added to the library website. Motion made by Carolyn Loving to approve the Materials Selection Policy as presented. The motion was seconded by Twila Couey. All were in favor and the motion passed.

**New Business:**

1. OMA & FOIA Training – Loretta announced the OMA and FOIA training requirements for board members and indicated who needs to have training certificate(s) on file.
2. OMA & FOIA Designee(s) – Loretta indicated that the board needs a designee for both OMA and FOIA. Loretta volunteered to serve in that capacity. A motion was made by Andrea Bradley to name Loretta Broomfield as both the OMA and FOIA Officer for the library. The motion was seconded by Kimberly Walker. All were in favor and the motion passed.
3. Payment of bills -- A motion was made by Andrea Bradley and seconded by Carolyn Loving to pay the January bills. All were in favor and the motion passed.
3. Next meeting is March 14th, 2022

Adjourned at 7:06 p.m.

-respectfully submitted by Loretta Broomfield, Library Director