

**MARION CARNEGIE LIBRARY  
BOARD OF TRUSTEES MEETING  
6:30 p.m., Monday, November 8, 2021**

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  
Linda Walker  
Andrew Wilson  
Loretta Broomfield - Director

**Recognition of Visitors:**

None

**Minutes:**

There was a motion made by Linda Walker seconded by Carolyn Loving to approve the October minutes. All were in favor and the motion passed.

**Financial Statement:**

Loretta reported that 61.29% of the budget has been spent at this point. A motion was made by Twila Couey and seconded by Carolyn Loving to accept the financial statement as presented. All were in favor and the motion passed.

**Director's Report:**

- Loretta reported that she followed up with questions that arose at the October meeting. Marion Police Chief came for a safety audit and made some recommendations. A list of review sources is now available for patrons via bookmark and on the website. Loretta also reported that the library's electric and gas bills are separate and that electric is delivered and billed through a third party called Midamerican Energy.
1. Circulation & Traffic Report - Loretta reported that traffic and circulation was mostly up from last year, and slightly down from the previous month.
  2. Department Activities Summary
    - Children's Department Report:* Shelley posted a new Story Walk in some of the downtown businesses. She also held the usual Wednesday morning story times with a special one on the Wednesday before Halloween where the children got to wear their costumes and parade throughout the library. She also hosted Lego Club, tween movies, and

take home crafts. The Saturday before Halloween, between 1-3 p.m., 318 individuals came through for Trick or Treat at the Library.

*Teen Report:* Mandee held 3 craft nights, 2 PNG programs and a Halloween rave for teens. The fetal pig autopsy program was a big hit and several parents attended with their teen.

*Adult Services Report:* Kelly offered her usual monthly craft program (hobbit door) as well as monthly book club. In addition, she had a special presentation of "How to Find an Owl in Your Neighborhood." She has continued to train new hires.

*Coordinator of Library Services:* Keith has been working closely with Mandee and Henry in PNG programs and planning. He and Loretta submitted the PNG quarterly report together and Keith will handle reporting on his own beginning next quarter. Keith was also interviewed by WSIL TV for a piece promoting the Tech Lab.

*Maintenance:* Paul tended to his usual maintenance responsibilities in addition to making a trip to Greenville University to pick up shelving that was donated to the library. The extra shelving will be utilized mainly in Children's and YA but also some on the main floor and possibly in the book sale room.

3. Coming events: We will continue our normal weekly and monthly programs and add the second annual Drive Through Santa program at the Pavilion two days in December. We will also participate in a job fair at the Pavilion on December 15 that will promote the availability of laptops and mobile hotspots through the Bouncing Back from the Pandemic ARPA grant for job seekers.
4. Grants: Loretta reported that laptops and hotspots for the ARPA grant are on order.
5. Illinois Heartland Library System - Loretta reported that IHLS Member Day is November 18 and there is still time to register.

### **Committee Reports:**

1. Personnel: Loretta reported that the newest shelper started on November 1<sup>st</sup> and we are now fully staffed with 18 employees.
2. Building & Grounds: Nothing to Report
3. Finance: Loretta moved some of the money market funds into CDs as directed by the board at the October meeting.
4. Friends of the Library – next book sale will be November 19<sup>th</sup> & 20<sup>th</sup>.
5. Technology: Nothing to Report

### **Unfinished Business**

1. none

### **New Business:**

1. Per Capita Grant Chapter Reviews (Chapters 10-13)  
-The board reviewed the chapters above that covered: Programming, Young Adult/Adult Services, Technology, and Marketing.
2. Circulation Policy for Laptops and Mobile Hotspots. Loretta spoke with City Attorney, Wendy Cunningham this afternoon and she suggested a couple of

additions to the proposed policy. Loretta added a line on both forms for the patron's driver's license number and added language to reflect that borrowers should not save personal information on library laptops but use a removable storage device instead. The attorney also suggested adding that the library may pursue criminal action for equipment that is not returned. A motion was made by John O'Keefe to approve the policies with the changes suggested by the City Attorney. The motion was seconded by Andrea Bradley. All approved and the motion carried.

2. Payment of bills

A motion was made by Linda Walker and seconded by John O'Keefe to pay the October bills. All were in favor and the motion carried

3. Next meeting is January 10, 2022. There is no meeting scheduled for December.

Motion to adjourn at 6:55 by Carolyn Loving. Motion seconded by John O'Keefe. All approved and the motion carried.

-Respectfully submitted by Loretta Broomfield, Director