



**Charleston Library Board Agenda
Monday, May 7, 2018 – 6:30 pm**

1. Call to Order

2. Roll call

Banks___ Cunningham_X__ Droste_X__ Keefe_X__ Krahnke__X_ Monahan_X__ Newell_X__ Smallhorn_X__
Wiseman___

3. Public Comment

4. Board President's Comments

5. Omnibus Agenda

A. Approval of the April 2, 2018 Board Meeting Minutes

B. Acceptance of Director's Weekly Reports

C. Acceptance of the Grant & Donation Report

D. Acceptance of Program Report

E. Acceptance of Statistics Report

F. Acceptance of IT Report-provided at the meeting

G. Acceptance of Financial Reports- provided at the meeting

H. Approval of the bills payable- provided at the meeting

Motion to approve: __TK__ Seconded: __JK__

Banks__C unningham_Y__ Droste_Y__ Keefe__Y_ Krahnke__Y_ Monahan __Y_ Newell _Y__
Smallhorn_Y__Wiseman___

Chris – The library was closed early on Friday, April 13th because of power issues. A powerline had gone down outside of the library and they had to shut the building down. Ameren corrected the issue and the library reopened Saturday per regular hours. The boiler is working—it had been dealing with issues since February. The new boiler company did good work and seems to be working out well. The HVAC/RTU was down for a few days stemming from the power issue on the 13th. Rita and Chris found a new HVAC company out of Urbana, and it seems like they will work out well. Sentry Roofing came to the library to inspect the roof of the original Carnegie building. They believe they have found one of the main sources of water leaking into the building and have submitted a proposal of less than \$2,000 to patch the roof and look for other potential issues. Chris has agreed to the proposal and will work with them to schedule a time for them to work on the roof. The Library and the City are being recognized for the work on the fountain and the steps from the Coles County Regional Planning and Development Commission. The recognition ceremony is Thursday, May 17.

Chris met with Holly Pantel, the middle school librarian, to figure out collaboration opportunities. They have a plan to do a series of book talks in the next school year. Chris is working on the application to have a booth at MuseFest on June 2. It is the Saturday before Summer Read officially starts and is a great marketing and outreach opportunity. Chris will be appearing on CI Living on Tuesday, May 8, and will talk about the upcoming Book Sale and Summer Read. The City has a political science major intern, Logan, for the next couple of months, and he will be spending some time with Chris and will attend the next Library Board Meeting. Chris met with an EIU student who will be completing her professional writing internship at the library in the fall.

Chris ordered new computers for the library, replacing the adult computers. They came in under the original estimated price. Chris used the additional funds to purchase a disc cleaning and repair machine to better maintain the library's collection.

Full Board Packet available upon request at the service desk.

The library received its FY18 Per Capita Award letter. The library has been rewarded \$27,000; however, the letter states that it is not known when the library will receive the money. The library has also be rewarded \$3,000 as part of the Back to Books Grant to build three specialized non-fiction collections. The library also received \$1,000 from Fidelity Charitable.

6. Action Item 2018 – 6: Vote to use library land as part of the Urban Butterfly Initiative.

Motion to approve: BN Seconded: JK

Yeas: 7 Nays: 0

The library was approached by Paul Switzer, the director of the Urban Butterfly Initiative, on the using library land to create urban butterfly “hotspots.” The land in question is West and South of the parking lot and the parking lot medians. The board voted to allow the use of library land with the understanding that a grass perimeter will remain around the parking lot and the parking lot medians will maintain a professional/intentional look.

7. Discussion Items

A. Literature and Libations

Board members need to continue their pursuit of sponsors. Chris prepared a list of potential businesses to contact. Chris will have drafts of tickets and other promotional materials for the next board meeting.

B. April Book Spine Poetry Contest

After two rounds of voting, the board selected the winner of the April Book Spine Poetry Contest. The winner will receive a \$10 gift card to Jackson Avenue Coffee and \$10 in Book Sale Bucks.

C. Annual Audit Agreement

The audit agreement for Fiscal Year 18 was received from Gilbert, Metzger, & Madigan, LLP, and it required the signature of the Library Board president.

D. Book Sale – May 18th and 19th

E. Next Board Meeting – Monday, June 4, 2018 at 6:30PM.

F. Other?

8. Adjournment

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