

MATTOON PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES: December 9, 2019@ 5:15 PM, Kinzel Room, Mattoon Public Library

Board Members Present: Teresa Righter, Laura Glenn, Justin Grady, Greg Ray, Chris Pilson, Phyllis Karpus, Jen Bullock

Board members Absent: Candy Rankin, Clay Dean

Staff Present: Carl Walworth, Beth Pugh

Consent Agenda: Motion by Ray, Second by Karpus to approve Consent agenda, which consists of bills, treasurer's report, circulation report, minutes from November 2019. Motion Carried.

Action Item: Motion by Righter, second by Bullock to approve the 2020 Holiday schedule. Library will be closed on New Year's Day, April 10, Memorial Day, Independence Day (July 3), Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day, New Year's Eve.

Discussion Items: The board reviewed the city audit as it pertains to the library. Expenses exceeded revenue in FY 2018-19 by \$34,870 which included paying for the tuckpointing capital improvement.

Net income from the fundraiser is \$20,899 and expected to increase further. There was general discussion about the event and ways to improve.

Circulation is up in digital area, medical books and new materials. Book checkouts overall are down. Beth Pugh discussed possible ways to address the issue. She reported on strategies discussed at a recent Illinois Heartland training session.

Family Literacy: We recruited at the Food Center and had a successful Bingo event. Activity and participation level is increasing.

Director's Report: Director Walworth briefed the board on a recent robbery. He summarized the tax levy, estimating an increase in revenue in the 2 percent range. Walworth and the board discussed the way employee time is recorded. Discussion included Department of Labor regulations. The board endorsed a timeclock.

Adjournment: Motion by Righter, second by Pilson to adjourn at 6:16 p.m. Motion Carried.

Next meeting is January 13, 2020

