

## **MATTOON PUBLIC LIBRARY BOARD OF TRUSTEES**

**MINUTES: December 14, 2020@ 5:15 PM,** Community Room and via Zoom

**Board Members Present:** Teresa Righter, Candy Rankin, Phyllis Karpus, Laura Glenn (Zoom), Clay Dean, Jen Bullock (Zoom), Christine Pilson (Zoom), Greg Ray (Zoom)

**Board member Absent:** Justin Grady

**Staff Present:** Carl Walworth, Beth Pugh

**Consent Agenda:** Motion by Dean, Second by Rankin to approve Consent agenda, which consists of bills, treasurer's report, circulation report, minutes from November 2020 regular meeting. Motion Carried.

### **Action Items:**

Motion by Dean, second by Karpus to approve agreement with Heart Technologies for \$10301.70 to upgrade library WiFi. Library will be reimbursed \$10,000 with state grant.

Motion by Rankin, second by Ray to approve repainting second floor using library building staff. Estimated cost \$5,000.

### **Discussion items:**

Trustee Karpus provided overview of potential financial benefits of expanding the brick courtyard. Fundraising committee will review at a committee meeting before the January board meeting. Trustee Rankin reviewed Chapter on Programming in Standards for Illinois Libraries, trustee Dean reviewed Chapter on System Member Responsibilities and Resource Sharing and trustee Ray reviewed chapter on Reference and Reader Advisory Services.

### **Program Report:**

Deputy director Pugh provided overview of library programming, including a Family in the Kitchen activity, take and make projects, float in lighted holiday parade and upcoming efforts to use Beanstack platform for a reading challenge.

### **Director's Report:**

Director Walworth said the library has been approved for an AmeriCorps VISTA. One candidate has been interviewed and is coming back for a second interview.

The library was awarded three different grants: \$10,000 for technology upgrade; \$4,900 for Back to Books program and \$500 for PPE equipment. Library staff has talked with three different firms about submitting proposals to host and update our Website and increase usage. We also are working toward an assessment of our lighting system and potential upgrades for exterior signage.

Staff performance reviews are being completed in December so they can be delivered prior to Jan. 1 increase in the state's minimum wage. The board received a spreadsheet for review of historical data on real estate tax levy.

**Regular meeting adjournment:** Motion by Karpus, second by Dean to adjourn at 6:07 p.m.

**Executive Session:** Motion by , second by to go into executive session to discuss performance review of the library director.

Motion by , second by at 6: p.m. to come out of executive session.

**Adjournment:** Motion by , second by to adjourn at 6: p.m.