

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

**MINUTES: December 13, 2021 @ 5:15 PM,** Community Room, Mattoon Public Library

**Board Members Present:** Teresa Righter, Phyllis Karpus, Candy Rankin, Laura Huddleston, Greg Ray, Jen Bullock, Laura Glenn

**Board member Absent:** Clay Dean, Chris Pilson

**Staff Present:** Carl Walworth, Beth Pugh, Mary Ashley Dotson

**Others Present:** Laura Severson

**Consent Agenda:** Motion by Karpus, second by Ray to approve consent agenda, which consists of bills, treasurer's report, circulation report, minutes from November 2021 regular meeting. Motion Carried.

**Introduction:** Laura Severson was introduced as a volunteer cataloguer

**Library Standards:** Director Walworth summarized chapters 5, 6 and 8, Deputy Director Pugh summarized chapters 7 and 11 and staff member Dotson summarized chapters 12 and 13 in the Standards for Illinois Libraries.

**Action Item:** Motion by Ray, second by Karpus to proceed with winter maintenance projects including conversion of staff break room to Civil War room. More information to come later on cabinets for Civil War room. Motion carried.

**Program report :** Pugh reported on November program highlights, including Family Reading Night, PNG grant-related after school programs and distributing more than 300 candy canes at Celebrate Downtown.

**Director's Report:** Walworth reported on plans to set a budget line item for Local History. We have 33 responses to date to community survey. Lighting project is going well. Tax levy shows relatively flat real estate tax revenue likely. Research progressing well on Civil War room along with donation of items.

**Executive session:** Motion by Rankin, second by Ray to go into executive session at 6:17 p.m. to discuss performance review of library director.

**Return to open session:** Motion by Karpus, second by Ray to return to open session at 6:29 p.m.

**Action item:** Motion by Karpus, second by Huddleston to increase director's pay by 6 percent and award bonus consistent with offer letter. The board encourages

the director to continue taking advantage of educational opportunities to enhance knowledge of managing the library. Motion carried.

**Adjournment:** Motion by Huddleston, second by Ray to adjourn at 6:31 p.m. Motion carried.

**Next meeting is January 10**