

MATTOON PUBLIC LIBRARY BOARD OF TRUSTEES

MINUTES: November 13, 2023 @ 5:15 PM, Kinzel Room, Mattoon Public Library

Board Members Present: Phyllis Karpus, Laura Huddleston, Greg Ray, Chris Pilson, Karin Edwards, Laura Glenn, Clay Dean, Teresa Righter.

Board Member Absent: Harold Pettigrew

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

Consent Agenda: Motion by Karpus, second by Edwards, to approve consent agenda, which consists of October meeting minutes, vendor report, treasurer's report and circulation report. Motion carried.

Staff Report: Mary Ashley Dotson reported on her experience attending the Association of Rural and Small Libraries conference.

Action Items: Motion by Dean, second by Ray to approve Internet Use policy. Motion carried.

Motion by Karpus, second by Glenn to approve payment of \$5168.67 to Washington Savings Bank. Motion carried.

Motion by Huddleston, second by Pilson to approve payment of \$11,966.41 to Commercial Refrigeration for new boiler and unrelated HVAC maintenance. Motion carried.

Motion by Huddleston, second by Edwards to approve 2024 holiday schedule. Motion carried.

Program report: Deputy Director Pugh reported on the upcoming Celebrate downtown event, updated the board on the homeschool connection program, reported the fall book sale generated nearly \$2,000 and reported on multiple field trips to the children's area.

Director's Report: Director Walworth and trustee Karpus updated the board on plans for the November 30 fundraiser. Walworth said he will complete checklists on library standards for review in December. He also noted the library is transitioning to Quickbooks online and that the city is moving to a different health insurance carrier. The board was invited to the holiday luncheon on December 20.

Adjournment: Motion by Dean, second by Huddleston, to adjourn at 6:04 p.m. Motion carried.