Meeting of Library Trustees of Central Citizens' Library District 1134 E. 3100 North Rd., Suite C Clifton, IL 60927 November 17, 2022 8:00 PM

# I. Call Meeting to Order and Roll Call

President Robert Lemenager called the regular meeting of Central Citizens' Library District to order at 8:03 P. M. with the following Trustees present: Karen Alexander, Ann Blasey, Scott Senffner, Lavonne Gillespie, Wanda Thompson, Sharron Kreider and Robert Lemenager. Also present was Sarah Schoon.

### II. Approval of Minutes

Wanda Thompson made the motion, seconded by Sharron Kreider, to approve the Amended minutes with the following corrections: add "vice" to Wanda Thompson's title and update the total of the expense column to \$12,501.00. Discussion. Vote: Aye all. Motion carried.

### III. Reading and Allowance of Bills

Ann Blasey made the motion, seconded by Karen Alexander, to approve the listed bills totaling \$4,914.27 and to accept deposits totaling \$147.99. Discussion. Vote: Roll Call Vote: Karen Alexander, yes; Ann Blasey, yes; Lavonne Gillespie, yes; Sharron Kreider, yes; Robert Lemenager, yes; Scott Senffner, yes, and Wanda Thompson, yes. Motion carried.

## IV. Treasurer's Report

Treasurer Scott Senffner reported that our balance on hand is \$394.565.99 in our checking and passbook accounts. Lavonne Gillespie made the motion, seconded by Wanda Thompson, to approve the treasurer's report. Discussion. Vote: Aye all. Motion carried.

## V. Opportunity for Public Input

### VI. Communications and Reports

We received the following communications:

- Director
  - o Attended meetings:
    - ☐ Success By 6 Steering Committee Meeting programs for early childhood
    - ☐ Education & Early Childhood Program Advisory Committee Meeting
    - □ Literati Book Fair Representative
    - o Held another round of Interviews for assistant position: not successful
    - o Preparing December Calendar of Events/info
    - o Hired Celia Vineyard as a certified sub. to work Wed, Sat. & holiday breaks
    - o Sorting through file cabinets in the Director's office
    - o Held staff meeting to review how to catalog items
    - o School staff have checked out furniture pieces (Coffin Display & Magazine rack)
    - o Did 2 hours of observation at Chebanse library
    - o Processed & cataloged 3 Blu-Ray players for the school to use with new TVs
    - o Strategic Planning preparation
    - o Met with Tahlia Guimond about running for CCLD Board
  - o LOTS of Book Fair preparation!
- · Staff Projects
  - o Pam & Linda helped clean out & organized supply closets
  - o Homes School Helpers kits: Sharon has purchased the items & is creating the kits.
  - o Mary Ann is leading cataloging items and data entry
  - o Beth: Planning and facilitating crafts
- · Programs & Events
  - o Storytime x 5, Art x 4, D&D x 4, Quilters x 3, Book Club, Craft, Reading Buddies x 4

o Prekindergarten Preparation Partnership – 32 current participants Grants (to date list enclosed) o Mary Helen Roberts Final report submitted o Meemic Foundation: applied for \$10,000 worth of furniture **Upcoming Events** o BOOK FAIR! - Nov 28 - Dec 2nd o Cookie Decorating - Dec. 17th o Middle School Art - Dec. 6th | 3rd & 4th Grade Art - Dec. 13th o Crafts – Dec. 3rd & 15th o D&D - Dec. 7th & 14th o Storytime - Dec. 2nd, 9th, 10th, 16th o Quilters - Dec. 8th, 9th, 22nd o Reading Buddies - Dec. 1st, 13th 15th **Statistics** Storytime – 42 Program Attendance: Art – 37 Book Club - 3 Quilters - 38 D & D - 42 Reading Buddies - 59 Bookmark contest Entries - 54 Craft - 36 Meeting Room 17 Adult Room 7 Circulation for October: 2,563 Checkouts 2,036 Check ins 497 Borrowers 187 Overdues returned 382 Holds placed We filled 254 holds 22 E-books Cloud Library App for October: 8 users 14 checkouts 6 holds 0 audio books 16 adult fiction 3 Juv. Fiction 1 YA fiction 2 Non-fiction Patrons for October: 24 added 1 deleted Questions answered 95 Computer Help 5 Copied for Patron: 2 E-Resources Ques. 2 Items Donated: 15 Pub. Fines Paid: 12 Patron Visits 203 Phone services 52 Renewed cards 5 Scanned Doc. For Patron: 5 Wifi Use 3 Sent Faxes 2 Computers for October: Public: 18 AWE: 3 Novelist (Database): 204 views 29 Clicks on suggestions 8 Read-alike referrals 20 series referrals My Heritage Database: Usage for Oct: 0 Collection For October: Added 321 items Deleted 460 Website Visits for October: 106 visits by 80 users Google Analytics for October: 244 Profile Views 127 total interactions 17 calls 39 asked for directions 71 website visits 42 searches for us VII. Unfinished Business round. Vote: Aye all. Motion carried. A. Continued discussion of "Serving Our Public" Checklists **Adjournment** 

## VIII. New Business

A. Sharron Kreider made the motion, seconded by Karen Alexander, to change the board meeting time to 6:00pm all year

Scott Senffner made the motion, seconded by Karen Alexander, to adjourn the meeting. Discussion. Vote: Aye all. Motion carried. Meeting Adjourned.

Board President	Board Secretary