

Catlin Public Library District
Regular Board Meeting
19 January 2022

The regular board meeting of the Catlin Public Library District was called to order at 7:00 p.m. Board members present were Cathy Brogan, Crystal Carter, Sue Colwell, Judith Puzey, and Library Director Kathleen Bennett attended by phone. Meeting was called to order by roll call vote.

Approval of Agenda

A motion was made by Crystal Carter and seconded by Judith Puzey to approve the agenda. Motion carried unanimously 4 - 0 by voice vote.

Approval of Consent Agenda

A motion was made by Judith Puzey and seconded by Crystal Carter to approve the minutes for the October regular Board meeting, November and December financial reports and statistics, and invoices for January. Motion carried unanimously by roll call vote.

Calendar of Events

In Case You Get Hit by a Bus online book study: Paula is taking lead on the group and so far 30+ people are signed up to participate. Additional books will be ordered as needed.

Valentine's Day cards for the veterans: Participation is going well. Paula took materials for 60 cards to the church recently for people to complete.

Librarian's Report

Covid Vaccine Clinics: The last clinic sponsored by the library was January 17th at Catlin Church of Christ for anyone aged 5 and up.

Live and Learn Construction Grant: The deadline for submission of the application has been extended to February 15, 2022.

Per Capita Grant was submitted. It was due January 15, 2022.

Quarterly Report for ARPA Grant, which was due January 15, 2022 was also submitted.

Checkout statistics

	<u>November 2021</u>	<u>December 2021</u>
Adult	756	653
Juvenile	200	109
Total	956	982

Interlibrary Loan

Borrowing from	236	313
Loan to	346	300
Interlibrary Loan Total	582	613
Reciprocal Borrowing	42	11
Hoopla circulations	31	49
Computer Use	25	29
Attendance	406	371
Programs	3	4

New Business

Appoint New Library Board Member: Motion was made to approve the appointment of Kathy Nesbitt to the Catlin Public Library Board of Trustees to fill the open seat vacated by Daylon Fugate. Motion was made by Sue Colwell and Seconded by Judith Puzey. Motion carried unanimously 4 – 0 by roll call vote.

Per Capita Grant requirement: Chapters 1-3 of “Serving our public 4.0 summary and action steps” Standards for Illinois Public Libraries were reviewed. Kathleen pointed out areas needing attention as follows:

Chapter 1 Core Standards – Core 6: the policy manual needs updating; Core 13: a long term strategic plan needs to be created and other policies need to be updated.

Chapter 2 Governance and Administration - #9 Records Retention disposal: needs to be updated, dispose of eligible records and create a storage system by category; #10 ADA policy needs to be updated; #13 the Chain of command for smooth transition needs attention.

Chapter 3 Personnel - #3 A job description for each position needs to be created/updated; #7 Performance review of staff on a yearly basis – Staff are reviewed in February and Kathleen’s review is due in March.

Discussion was also held on obtaining copies of the Trustees manual, and use of the Web Junction link for webinar training for Board members.

Adjournment

There being no further business, Crystal Carter motioned, and Judith Puzey seconded to adjourn the meeting. Motion carried 4 – 0 by voice vote. The meeting concluded at 7:17 pm.

The next regular monthly board meeting is scheduled for Wednesday, February 16th, 2022, at 7:00 pm here at the Catlin Public Library.

Respectfully submitted by Sue E. Colwell