

# **AGENDA**

**Case-Halstead Public Library Board of Trustees  
550 Sixth Street, Carlyle, IL 62231**

**(Online Meeting per IL Executive Order 2020-07)  
Webex Phone: 1-415-655-0001  
Access code: 126 768 5641**

**Tuesday, September 8, 2020 – 7:00 pm**

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge of Allegiance
- III. Meeting Minutes—July 6, 2020, No meeting in August
- IV. Treasurer’s Report**
  - Library Bills July 2020, August 2020
  - Income/Expenditures Report—July Report, August Report
  - Income/Expenditures Year to Date Report—June Report, July Report
  - Bank Statements/CD Report July 2020, August 2020
  - Update on most recent CD renewal
- V. Library Director’s Report**
  - Utility Report July 2020, August 2020
  - Library Statistics July 2020, August 20220
  - Covid-19 Report
  - New Hire in August—Report on July New Hire, Report on August hire
  - Report on July events, August events (online views)
  - YS Report—July and August 2020
  - Staff Weeding/Cleaning Project
  - “Back to the Future” event Report
  - 3<sup>rd</sup> Annual National Drive Electric Week Event in September
  - [Library Schedule online at Facebook.com/casehalstead](https://www.facebook.com/casehalstead)

VI. Standing Committee Reports/Other Reports

**City Council Liaison**

**Friends of CHPL**

--Meeting Report

--Book sale—Move Date

VII. **Public Comment**

VIII. **Old Business**

Resumption of Policies and Procedure Committee work (from March)

Gifts/Memorials for CHPL update

IX. **New Business**

X. **Personnel Committee**

Closed Session (if required)

XI. **Trustee Education:**

Go to Illinois State Library page to find updated links and info:

<https://cyberdriveillinois.com/departments/library/libraries/trustee.html>

XII. Adjournment. Next meeting **Monday, October 5, 2020** at 7pm