

Meeting Minutes  
Case-Halstead Library Board of Trustees  
February 6, 2012

**Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, David Laws-City Council Representative, Christi Gerrish-Library Director

Barb called the meeting to order at 7 p.m. and the Pledge of Allegiance was recited. The minutes from the January 3, 2012 meeting were presented. Sharon made the motion to accept the minutes and Jane seconded. All were in favor and the motion carried.

The Director and Standing Committee Reports were first because Wendy had to leave early.

**Director's Report:** Christi recommended the library update its website and presented a proposal from Serpentine Web Solutions of Carlyle. The initial cost would be \$790 with a \$120 annual maintenance fee. Every five years, an \$80 fee would be required to update the domain name. The new website will end with ".org" rather than the current ".lib.il.us" to make access easier. Christi ran some figures and estimated that within four years, the cost for the new site would be less than what the library currently pays Plinkett. Sharon made the motion to proceed with the new website provided by Serpentine Web Solutions and Darren seconded. All were in favor and the motion carried.

Christi said the library's copier is not performing as it should and the replacement toner is extremely expensive. She researched buying a new copier versus leasing one from several companies including Da-Com, who has worked with the courthouse and Copier Concepts, who has worked with City Hall. Christi recommended a 48 month lease on a new energy star copier that was rated a "Best Pick of 2011" from Da-Com. She wants to keep the old copier as a back-up. Frank made the motion to lease the copier with fax from Da-Com for 48 months and keep the old one as a back-up. Wendy seconded and all were in favor. The motion carried.

Updates to the internet service for the library are still in the process with Tin Cans.

Local requests for materials will be available on "high demand," in other words, Case-Halstead patrons will have first choice on items requested. The library is starting to send via e-mail, a courtesy notice two days prior to a book or movie's due date. This can only be done for patrons whose e-mail is on file and the purpose to cut down on past due material.

Darren and Christi attended the annual Showcase event where entertainers present themselves as possible hires for summer reading programs and festivals. Christi reported they saw several good acts and shared a list of ones they thought would be good for Carlyle. She went ahead

and booked a group for Tuesday Feb. 28 for Black History Month. The group consists of Carole Shelton, Mary Lu Bretsch and LeRon Aaron. The two ladies will tell stories while Mr. Aaron uses an African drum for special sound effects. The show is at 6:30 and is appropriate for all ages.

Darren and Christi also booked a program in October on bats. The Summer Festival groups are still not booked because Christi wanted some feedback from the board. The theme is "Reading is So Delicious" and the board liked the idea of having several acts throughout the summer and told Christi that \$1200-\$1500 for booking multiple acts was in line with other years. Some groups mentioned as possible hires included: Jay and Leslie, Yurtfolk, Loony Lara's Crafty Kitchen, Rick Rayburn. Flutes and Fairies and Animal Tales are two acts that may be invited back again. Christi will start booking and see if we can share dates with surrounding libraries for a discount.

Christi reported that after the last personnel meeting, she has changed the staff hours and now has Karen and Stacy working more evenings because Barb and Marge's time requirements (set by the city) have been maximized. Andrea Dempsey resigned for family reasons and Christi is looking for a new part-time worker. The main qualification is someone comfortable with children and able to handle story hours and craft-related activities.

The library received a \$25 donation in memory of Ron Schultz and a \$2000 anonymous donation to create a young adult area. Christi is researching grants our library is eligible for.

**Building Committee:** Wendy reported that the building committee met and reviewed the three prevailing wage bids for new carpet in the upstairs apartment vacated by Jim. The committee decided that Nine Seventy Furniture and Flooring presented the best option. Wendy made the motion to spend \$5000 on the upstairs apartment for the following:

Old carpet removal, floor repairs, and new commercial grade carpet for the stairs, upper hall and 3 rooms from Nine Seventy Furniture and Flooring. Prefinished baseboard for the meeting room to be purchased locally and installed by Ted Rensing. Paint and primer for the kitchen and meeting room from Aviston Lumber. (Labor by city workers) Approximately 6 fluorescent lights for the meeting and work rooms and lit emergency exit signs, coordinated by Dave Laws. 6 window blinds for the meeting and work rooms, and 2 blinds for the kitchen from Lowes. A small table and chairs for the kitchen to be selected by Christi.

Kim seconded Wendy's motion and all were in favor. The motion to spend \$5000 on the upstairs apartment renovations as outline carried.

Dave reported that he was at the library earlier and that the basement was flooded again. Christi said she will monitor the basement when it rains. Frank suggested a small schedule that can record the frequency of water coming in the space. The earlier grading around the building

and the new pipes to take water away helped, but did not completely solve the problem. Dave Laws is looking in to a new sump pump because the old one has reached the end of its recommended life and already broke once last year.

**Longe Range Planning Committee:** Frank reported they met and established goals. He has notes from the meeting he will share.

**Personnel Committee:** Barb reported they met and discussed an additional future position. The reorganization of the staff hours has helped, but Christi said the goal would be to have two people working in the library at all times. Jane asked Christi if they should work in to the budget 15 hours instead of 10 for the replacement position for Andrea Dempsey. Christi said that would be helpful.

Barb commended Christi and the library staff for how hard they have been working. Christi said the library will be closed on Friday Feb. 10 because representatives from the system are coming to train the staff on cataloging and compliance with system standards. The staff will be certified.

The book cart of used books Christi placed by the door has made approximately \$35 so far. Christi thought occasionally, some of this money could go towards an account for Friends of the Library. There is a meeting set for Tuesday, Feb. at 7 pm for anyone interested in becoming a Friend of the Library. Barb invited the library board.

Wendy had to leave the meeting at 8 pm and Sharon Berdeaux resumed with the minutes.

**Budget Committee:** A meeting will be scheduled in February.

All committees are asked to meet if they have not and turn in their projects and figures to the budget committee to be included in the 2012-13 budget.

**Treasurer's Report:** Jane addressed two issues from the Jan 2012 meeting to clarify the report. First, the AT&T bill was approved for \$289.53 in the absence of receipt of the actual bill which came too late for the Jan. meeting. The actual cost was \$112.24. Secondly, the Nov. 2011 Misc. account had a \$63 charge. Jane researched this and discovered it was the fee for drug testing of the new library director.

The income account "Penalties and Fine" for Dec. 31, 2011 included the upstairs apartment rent for the final month of Jim Roeckeman's occupancy. Under Expenses, the 5490 account, Other Professional Services mistakenly contained the previous janitor's final 2 months payment. The 5620 account had \$311.08 for Marge Widman and Barb Thurman to attend training in Effingham on the new Heartland System's technology.

Frank moved to accept the treasurer's report and Sharon seconded. All were in favor and the motion passed.

**Bills and Statistics:** Christi reported that patrons are accepting the new fine policy. Quicken is being used to report all income/expenses for better accuracy.

AT&T Internet Expense of \$357.80 covered two months. She is hopeful Tin Cans will start providing the internet service this week so the AT&T internet expense can be eliminated.

Bills for Office Supplies include purchase of additional book ends for shelving and the new magazine holders, which will be installed ASAP. The matching holders will improve the appearance of the magazine collection.

Bill for Janitorial Supplies of \$92.68 is higher than normal this month to supply the new janitor with needed cleaning supplies not on hand.

The bills were approved on a motion by Frank, with a second by Jane. All were in favor and the motion was carried.

The monthly statistics showed increases in young adult, Tumblebooks, Overdrive, and manual checkouts. Overall, the month was down from Jan. of 2011, perhaps due to the better weather and more outdoor activity in 2012.

**Technology Committee:** The discussion of the purchase of a projector and movie license was postponed until the March meeting.

**Old Business:** A review of the library calendar shows February as the time the board should review any closed meeting minutes. If the subject of the meeting is no longer sensitive, the minutes can be released after a period of 6 months.

**75<sup>th</sup> Anniversary Report:** Sharon announced she would hold a meeting Feb. 11 or 12. Christie has ordered 6 "flip cameras" that can be used for creating presentations. Daren mentioned the outstanding work the junior high students did interviewing veterans and the building of Carlyle Lake Dam in two films/dvds they produced.

The flag case for the flag presented to the library at the Veteran's Day program is being constructed by Darren's cousin and should be ready by next board meeting.

**New Business:** Barb announced that in 2012 the board will be reviewing IL State Statutes related to the library under the heading: Serving our Public.

At Barb's request, a motion was made by Frank, seconded by Jane, to go into closed session to discuss the Maddux Trust. The Board went to closed Session at 8:30 pm and the regular meeting resumed at 9:05 pm.

**Public Comment:** None.

The meeting was officially adjourned by Barb at 9:05 pm. The next meeting will take place on Monday, March 5, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen and Sharon Berdeaux