

**Meeting Minutes**  
**Case-Halstead Library Board of Trustees**  
**January 3, 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, Guest-Mayor Jan Fauke

Barb called the meeting to order at 7:04 pm and welcomed guest Mayor Jan Fauke who was present to show support for the new library director, Christi. The Pledge of Allegiance was said. The minutes from the December 5, 2011 meeting were presented. Sharon made the motion to accept the minutes which Jane seconded. All were in favor and the motion carried.

**Treasurer's Report:** Jane said the revenue side of the report for the 7 months ending Nov. 30, 2011 appeared to be in order, but that she did not have the information to review the expenditures side. Christi had noticed that several line items do not always match the spread sheets from City Hall and is working with Judy (City Hall) to understand and correct this. Jane will provide more information about the expenditures side of the treasurer's report next month. Brad made the motion to accept the treasurer's report that was reviewed (revenues side) which Darren seconded. All were in favor and the motion carried.

**Bills and Statistics:** Christi reviewed the bills, highlighting a few new expenditures for Centurion Update (new software), Tumblebooks and Gate Net fees. The AT & T phone bill was questioned by Kim. Dave said he did speak with Bill Gruen and the amount the library is paying has been renegotiated. The new vacuum cleaner was purchased, reflected under line item 8300 Equipment. The expenditures under line item 9250 Special Programs were for Jim's retirement open house and the sponsor of the Dickens Carolers. The motion to accept and pay the bills as presented was made by Brad and seconded by Sharon. All were in favor and the motion carried.

Christi then read the circulation statistics which showed Overdrive (e-books) use for the first time. Christi spoke with a source at the Junior High School who said a lot of the kids received e-readers for Christmas. Frank questioned if both Tumblebooks and Overdrive are really needed. Christi said they both are needed because the Overdrive is geared more towards Junior High aged kids and older, while the Tumblebooks is geared for the younger kids.

**Director's Report:** Christi reported that another computer had problems starting, due to a corrupt file, and that computer updates have been taking place. Shelf reorganization is needed as she has noticed several bottom shelves never used.

(Director's Report continued):

Working with existing inventory, Christi feels 100 new bookends are needed and needs \$400 for this. Also, new holders for magazines are needed.

Christi said there are staff hour problems. All of the staff cannot receive the amount of training required due to IMRF issues. With most of the part time staff averaging only 10 hours per week, more help is needed to make certain the circulation desk is never left unattended. After much discussion, it was decided that further staffing issues will need to be discussed when the next budget is considered. Jan said staff members need to attend training and should be compensated, even if it is from a training budget. Christi said at this point, 1 new staff member for 10 hours per week would be very helpful. Brad made the motion to hire 1 new 10 hour staff member and all other staff issues will be referred to the newly formed personnel committee. Frank seconded this motion and all were in favor. Motion carried.

Continuing her report, Christi said she is in the early stages of researching possible building grants available. She has spoken with Bill Gruen and will have more information.

Brenda Pollmann is to start cleaning the library next week.

Overdrive is moving along and Christi thinks usage will increase as awareness increases.

The Showcase for Illinois libraries' summer reading programs will take place on Saturday, January 28 beginning at 9am at the Fairview Heights Library. Christi needs to bring a dish and would like others to attend the event with her. Darren said he would check his schedule. Others who may be able to attend are to let Christi know.

Christi said she has spoken with Bill Gruen about getting a credit card for the library. Brad and Wendy both mentioned times when it would have been helpful in making purchases for the library. Jan said she would talk to Bill about this also.

Color copying is an area where Christi feels the library is limited due to the fact that there is currently only color ink jet. Desktop publishing wants more in house usage. She will let us know as she finds out more information on options. Christi is going to start implementing fines on overdue items at 10 cents per day with a \$5 maximum.

In response to local requests for materials, patrons can now reserve 3 items on The Millennium Library Catalog and place a hold on books for up to 3 months.

**Standing Committee Reports:** Barb thanked all committees for meeting in December and for including Christi and Jolanda Durbin, the MLS intern.

The Budget Committee will meet again in January.

The Long Range Planning Committee did meet since the last board meeting, but Frank was unable to attend, so they will be meeting again before January 15.

The Building Committee: Wendy reported that she and Kim of the building committee did meet as posted on Dec. 16 with Marc Graves, a certified building inspector and Dave Redeker, City Parks, to discuss the upstairs apartment and the plans to remove the carpet and modify the space to be a meeting room and work room. Christi, Barb, Sharon, David and Brad also attended. Wendy did not have the minutes yet from that meeting but would forward them to everyone.

Dave Laws said that the necessary bracing of the sagging trusses pointed out by the inspector in the attic should be done by a qualified contractor and may be part of the city budget. Sharon said Ted Rensing, who works alone and is insured, did some bracing work on their building and would be qualified to do this work in her opinion. Ted has worked on other areas of the library and the building committee will contact him to see about this.

Wendy said that after the building committee met, it was decided and agreed with by Jan, that the 30 year old carpet removal for the second floor apartment would be better done by a flooring professional than the City Parks Department. The reason for this is the suspected asbestos tile that is under the carpet. Wendy, Kim and Darren are going to get 3 local bids on the flooring job for the library.

**Other Reports:** The personnel committee and Dave, the city council liaison, had nothing new to report. Frank, with the technology committee reported that they are testing filtering software. Christi will be talking to Serpentine Web Solutions tomorrow about a new website. She feels the current Plinkit site is not user friendly and that this could be greatly improved.

**New Business:** Sharon moved to adopt the proposed By- Laws changes of Dec.5, 2011 and Jane seconded the motion. All were in favor and the motion carried. For the record, the changes deal with page 3, "Article IV. Committees" and added a personnel committee. An addition to Section 4- Standing Committee Duties was added to include the personnel committee. The changes also deal with page 4, "Article VI. General" and have deleted the apartment which has caused Section 4-Succession to be renumbered as Section 3-Succession.

(New business continued):

The idea of a projector for the library was discussed. Barb mentioned she wants more advance notice for the Dickens Carolers next year. She said that the liability issue that has been a question may be answered as Bill Gruen will be meeting with a risk management representative this month.

Darren did not have any specific information on the cost or style of the flag case discussed last month to hold the flag presented and given to the library on Veterans Day. Another flag was discovered at the library while Christi was reorganizing. It appears to have been given to the library in the bicentennial year and will also need a case.

During her internship, Jolanda Durbin scanned several old pictures, letters and information that has been found buried away in cabinets. This will be not only helpful for the 75<sup>th</sup> anniversary event Sharon is putting together, but also for the library's historical archives. Christi said Jolanda really did a lot of work on this and that Jim's final typewritten report on Jolanda's assistance with technology confirmed this.

**Public Comment:** None.

The meeting was officially adjourned by Barb at 8:40pm. The next meeting will take place on Monday, February 6, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary