

Meeting Minutes
Case-Halstead Library Board of Trustees
May 7, 2012

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

Guests: Boy Scout Robert Absher, BSA Troop 281 Committee Chairman Phyllis Bango

Barb called the meeting to order at 7:04 p.m. and the Pledge of Allegiance was recited. The minutes from the April 2, 2012 meeting were presented. Jane made the motion to accept the minutes and Kim seconded. All were in favor and the motion carried.

Standing Committee Reports:

Building and Grounds Committee introduced the guests, Robert Absher and Phyllis Bango of the Carlyle Boy Scouts Troop 281. Robert is a 6th year scout who wants to plan and supervise the addition of a separate young adult space to the library as part of his Eagle Scout requirement. The current children's library is geared more towards the younger ages. The pair had already met with the building committee to present initial plans. The building committee requested a few revisions. Robert distributed a revised space plan and showed a visual concept board of the young adult space that will be located in the area near the water fountain that currently contains the periodicals and genealogical reference material. He wants to include a window seat, 2 bar height tables with backless stools, and accents of Carlyle school colors. He included the square feet of shelving as requested by Christi for the book and movie collection.

Robert said Nolte Construction may be able to help and CHS art teacher Marvin Linton would be willing to paint a mural or other decorative element. Phyllis said Robert's role is to lead and oversee the project, not to do the actual work. He will be in charge of lining up the workers and the projected completion date is the end of summer. Robert can also help with fundraising to cover expenses for the project, outside of the \$2000 anonymous donation received earlier in the year, designated for a young adult area.

Barb said the library must remain open during the project so disruptions should be kept to a minimum. She requested that the library be allowed to keep the concept board and any other visual materials so they can be displayed in the library throughout the process. They agreed. Wendy made the motion to have Robert move forward with the young adult space as presented. Frank seconded the motion and all were in favor. Motion carried. Robert and Phyllis left the meeting at 7:20 pm.

Budget, Long Range Planning and Personnel Committees had nothing to report at this time.

Treasurer's Report: Jane reviewed the revenues side of the report that was in order. She said on the expenditures side, all the balances are off, but the information is correct. It is confusing, but Jane said what we approve monthly never agrees with the report because many bills arrive after our meeting, such as Ameren. Also, she said many local people who do work for the library (e.g. Parks Dept.) send their bill directly to City Hall and not to the library. Barb said we should try to have that corrected by stressing to the workers the invoice needs to come to the library, and by having City Hall notify Jane or Christi of library invoices if at all possible. Jane then reviewed the differences to show that all expenditures were correct. Line item 8900 Other Improvements was added by City Hall for a consulting invoice from Ken Mehochko, City Attorney, regarding Maddux Trust issues. She said that should have appeared under Line 5490 Professional Services and will request that correction.

Barb thanked Jane for all her efforts and said she hopes everyone appreciates the time Jane takes ensuring the reports are correct. Sharon moved to accept the treasurer's report as presented, and Darren seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the income and expenditures for April 2012 in detail. Under expenditures, some of the items pointed out included Line 5110 \$250 spent to replace 2 exterior door hinges that had worn out and \$950 paid to Ted Rensing for bracing the roof, replacing exterior doors, drilling for the hardware, and adding a baseboard to the upstairs meeting room. Line item 5490 showed movie licensing fees for the first time so the library can offer new programs. A two year contract was paid to get a 10% discount. Line 9250 Special Programs, Oriental Trading \$279.39 was money spent by Christi for weekly prizes in the Summer Reading program.

New on the report was a section designated for late bills that goes along with what Jane said in the treasurer's report. Ken Mehochko's \$64 invoice appeared, as well as a \$617.96 amount from Amazon under Line 8800 Materials. Christi said this was for the computer and projector. Dave made the motion to approve the bills and Sharon seconded. All were in favor and the motion carried.

Circulation Statistics: The report showed slight decreases from last year for April in all areas except Young Adult use, which went from 68 to 85, and Tumblebooks, which remained the same.

Director's Report: Christi reported that posters have been hung in the elementary and middle schools for the Summer Festival. She attended a program at the Carlyle Junior High and spoke with many students about the summer activities at the library. She passed around a brochure she had designed for the library which everyone approved of. Barb recommended it be run on professional stock glossy paper and placed at city hall.

Christi will be e-mailing board members about some work days at the library to assist with the book sale that is set for June 1 and June 2 at the library. All issues have been resolved with the exterior doors thanks to new hinges. The Illinois Public Library Annual Report (IPLAR) showed an upcoming annual review of minutes will need to be conducted before next meeting.

Grant update: Christi expects to hear an answer by June. There are 2 phases, she said. First you find out if you were approved for the grant. If not, you find out if you are approved to move to a lower list for reconsideration next time. Christi said she has already started researching other grant opportunities. She said Tech Soup is a non-profit organization that has a \$700 grant database available for \$99 that she purchased.

SHARE membership: Sharing Heartlands Area Researches Equally is a new integrated library system for Illinois that requires a membership. Most libraries are joining. The motion was made by Sharon to approve this membership and Frank seconded. All were in favor and the motion carried.

Christi said the phone line for the library is still busy all the time and she uses her cell phone most of the time. She really would like to see another phone line for the library. The high rates paid by the library per call still have not been resolved by City Hall. Frank said an option may be to have the other phone line for the library be a cell phone number. The board decided for the moment, Christi should go ahead and get the call waiting/caller id she requested at an additional \$5 per month for the main phone line.

Christi showed the laptop and projector she purchased and 12 flip top cameras for \$120 that will be used for young adults this summer as part of the reading program. After the conclusion of the summer reading program, the flip top cameras will be available for check-out. She said a grant for e-readers available through the Rotary Club was approved and they will arrive in July. Christi said the good news was reported at the Rotary District Conference last week.

Other Reports: Tech Committee and City Council Liaison had nothing to report. Dave did say he thought the library was looking good with the changes to the director's area and to keep moving forward. (Several board members, Christi, and her father, spent many hours working at the library reorganizing and improving the space. More work is needed.)

Old Business:

Telephone: Nothing new to report from City Hall on getting better rates.

Calendar: At the June meeting, Barb said she will need to appoint a nominating committee. She said 3 board members will be up for reappointment, Brad, Kim who is finishing the unexpired term of Gail Schuermann, and Dave. Barb thanked them for their service and hopes they will all agree to stay on.

75th Anniversary: Sharon reported that she is developing a timeline and is looking at monthly programs. Barb said next year we should look at having a really nice float and participate in the County Parade.

Officers and Directors Liability: Barb said there has never been an answer from the city regarding the insurance coverage of board members and sent the new administrator, Alissa Boerngen a long list to review and hopefully address.

The flag case is complete, in the library and beautiful. Thanks to Darren and his source.

E-Pay that was approved by the board at the last meeting has become an issue with the city. Christi was told that City Hall said because they are not accepting credit cards, the library is not allowed to offer that service. The Mayor may approach the city council about the issue of accepting credit cards in the fall. Dave and Christi said they would get together and try to present more information to Alisa on the E-Pay option for the library. The board knows this should not impact the city in anyway. It is a free service that will make it easier for patrons to make copies and pay fines.

Case Bedroom Set: There is a bedroom set that belongs to the library on display, for many years now, at the Historical Society. Wendy brought to Barb and Christi's attention at a previous meeting, a newspaper article written by the Historical Society that says the bedroom set was donated by the library to them. The library board knows this is not the case, that it was a loan, not a donation. Barb said she did some research and found that the Historical Society has a very low value on their insurance policy, 20,000 for all contents within their museum (bedroom set included) and 200,000 on their building. Barb said she will contact Judy Pariseau with the Historical Society to arrange a time to view the furniture. A future appraisal may need to take place (Iron Gate in Trenton was named as a possible source) and clarification is needed on ownership of the furniture.

OMA Training: Board members reminded to complete the online training and print it out.

New Business:

Review of another chapter of Serving Our Public Core Standards was tabled until next month's meeting because it was already 8:30 pm. Sharon made the motion that we sign a letter indicating the library supports the Kaskaskia College Resolution of building a Trenton Center. Frank seconded the motion, all were in favor and the motion carried.

OMA overview: Committee meeting minutes must be provided at each monthly board meeting. E-mail them ahead of time to Christi to print out and include. We need to adopt a schedule to review closed minutes. The board decided that committee meetings can take place outside of normal operating library hours as long as they are posted 48 hours in advance and fall between the hours of 8 am- 8 pm which is convenient for most of the general public. They do not have to always take place at the library.

Annual meeting: Barb would like to have an annual meeting. She asked board members to think about a format and items to discuss by next month's meeting. She would like to see the library get regular exposure on the radio.

At 8:50 pm, Frank made the motion that we enter a closed session to discuss litigation. Sharon seconded the motion and the board entered a close session with all members except Brad Hoffman.

At 9:30 pm, the library board came out of closed session and continued with the meeting.

A motion was made by Darren to pay the attorney fees and seconded by Frank. All were in favor and the motion carried. A motion was made by Frank to have the farm property under the Maddux Trust appraised and spend no more than \$850. Sharon seconded the motion, all were in favor and the motion carried.

A motion was made by Dave to amend the budget to increase the amount listed under legal fees from \$10,000 to \$20,000. Frank seconded the motion, all were in favor, and the motion carried.

Barb said she will schedule a meeting with the finance committee and include Dave, Frank and Darren who all expressed interest.

There was no public comment.

The meeting officially adjourned at 9:35 pm. The next meeting will take place on Monday, June 4, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary