

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, November 7, 2016 – 7:00 pm  
550 Sixth Street, Carlyle, IL  
Library Conference Room

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes—October 3, 2016
- IV. Treasurer’s Report and FNB Statement
  - a. Checks for National Bank account
  - b. Reimburse for opening account
- V. Library Bills
  - a. Case-Western order form
  - b. Binsbacher & Griffith bill and form—Project bill
- VI. Statistics
- VII. Library Director’s Report
  - a. Utility report
  - b. Report on October Events
  - c. Upcoming Library Closures:
    - Veteran’s Day
    - Thanksgiving Day
    - Christmas Day Dec. 25 (Sunday)
    - Day after Christmas Dec. 26
    - New Year’s Eve Dec. 31 (Regular City employees get Friday Dec. 30 off since city is closed Saturday)
    - New Year’s Day Jan. 1 (Sunday)
    - Day after New Year’s Day Jan 2.
  - d. Programming—Upcoming Events—Harry Potter’s World, Family Reading Night, Disney’s “Frozen” event, Beekeeping event, Christmas event--Volunteers needed

VIII. Standing Committee Reports

a. Budget / Finance Committee

--National Bank account spreadsheet development

b. Building and Grounds Committee—review of Building Maintenance Schedule

c. Technology Committee—Tin Cans Internet vs. Charter

d. Personnel—Yearly Reviews update

e. Library Calendar—Review Policies—Library closures

Other Reports

e. City Council Liaison

f. Friend of CHPL

IX. Public Comment

X. Old Business

a. New Court Order Maddux Trust

b. Roll-out shelves

XI. New Business

a. Review of Closed Minutes—March and September scheduled

b. Early Closures Thanksgiving eve/Christmas eve, Director's discretion

c. Holiday Parties

d. Serving Our Public—Long Range Planning (Chp. 1, Core 13)

e. Long-Range Planning

f. Review of Chp. 12 "Serving Our Public" for Dec. 5 meeting

XII. Adjournment. Next meeting Monday, December 5, 7:00 p.m.