

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Tuesday, July 5, 2016 – 7:00 p.m.

Meeting Location: Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

Board Members Present: Barb Guebert – President, Kim Stamps – Vice President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Darren Tracy, Frank Buckingham, Kenny O’Dell, Kim Wilkerson

Absent: Brenda Johnson (City Liaison)

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Installation of the Board Members
 - a. Barb Guebert swore in Michelle Scott as Trustee for 2016-2019
 - b. Michelle Scott swore in Kenny O’Dell and Jane Bullock as Trustees for 2016-2019
- IV. Meeting Minutes – June 6, 2016
 - a. Darren made a motion to accept the meeting minutes with the correction at **V** (non-resident fees to \$854.00, which is within the usual range).
 - i. Kenny seconded the motion
 - ii. All were in favor and the motion passed
- V. Treasurer’s Report and FNB Statement
 - a. Treasurer’s report
 - i. There was a question about the library accounts at First National Bank. There were 3 accounts, but 2 were combined.
 - ii. One account, a CD, has a due date of Aug 3. at which time the proceeds will be deposited into the other library designated account. The current balance is \$6832.42 and has been at 0.24% interest.
 - iii. The checking account (a combination of 2 previous accounts has a balance of \$11,413.32. When combined with the CD, it will draw 0.12% interest.
 - iv. Chad Holthaus handles the bank statements as the City Treasurer.
 - v. We have some questions as to how the library will be able to spend/ invest this money (do we need to gain approval from the City?). Jane will follow up with Rita to find out the process of accessing the funds for a Library related purchase in the future.
 - vi. We will not be able to review this account online because it is technically under the City.
 - vii. The Bank’s attorney is working on closing the Maddux Trust. Carolyn Davenport, Assistant Trust Officer, told Barb that the bank’s intention is to

request the court to award any residual funds left in the Maddux Trust be awarded to the Library.

- viii. Michelle made a motion to accept the Treasurer's report
 - 1. Frank seconded the motion
 - 2. All were in favor and the motion passed

- b. FNB Statement (Maddux Trust)
 - i. Current funds are \$32,678.02.

VI. Library Bills

- a. 8800 – Keith purchased a book and then sold it to the library (used petty cash).
- b. The 2 bills listed are the first set of bills that the City pays per month (second set not included here).
- c. Jane made a motion to approve the library bills
 - i. Frank seconded the motion
 - ii. All were in favor and the motion passed

VII. Statistics

- a. Down this month, but there is no known reason for trend at this point (possibly weather). Keith will be monitoring statistics with the goal of increasing our patron visits and other stats.
- b. There was a miscommunication and today's program, Sheltered Reality, did not show up (but will be coming tomorrow). Keith will ensure that all future programs will be confirmed. He will be working on a contract for these types of performances.

VIII. Library Director's Report

- a. Status of City Budget Process
 - i. The City has not passed a budget for this fiscal year.
- b. Per Capita Check and Funding
 - i. \$2,529 was received from the State of Illinois. This was applied for in January, 2016. This is less than last year, but we were happy to receive this check earlier than expected, due to the current budget crisis.
- c. *Illinois Heartland has dropped Overdrive and has absorbed it into the 3M system.* This will double the cloud library to about 50,000 titles. We will no longer have the \$1500 expense for Overdrive, but will continue to pay \$450 for 3M, which includes the purchase of some items up to \$337.50.
 - i. Keith will be researching how we can use the previously designated \$1500 to purchase e-books and possibly other materials.
 - ii. Some books may not be available during this process, but this change should eventually allow for more books to be available through the cloud
- d. Utility Report
 - i. We are finding more efficient methods of using our heating and cooling system. The utilities so far this year have been comparable with last year despite the excessive heat this year.
- e. Programming – Summer Reading Program/ Movies

- i. Concrete – Barb had thought that Poettker was going to tear out and replace the concrete, when they are actually planning to sandblast the surface to roughen it up. The coloration will still be present. A one-time sealant will be applied that should not need follow up treatment or maintenance. There is a sample by the staff door that we can view. We will have to use the West patio entrance for approximately one week during this process.
 1. Poettker recommends ice-melting compound instead of salt this winter
 - ii. Jane made a motion to approve Poettker’s suggestion for roughing up/improving the concrete.
 1. Kim W. seconded
 2. All were in favor and the motion passed (Barb will contact Dave Lammers at Poettker)
 - iii. Outdoor Spigots – Keith may detach these and bring them inside for use only as needed to prevent abuse by patrons. (this has happened only once by a disgruntled youth).
 - iv. Care of Lawn – the sprinklers are turned on and running on a routine basis.
 - v. Cabinet Drawers – Barb contacted Paula at the Aviston branch of Aviston Lumber about our order from April. Barb was told to contact Mary at the branch in Highland and was then told that it would take 8 weeks to order and obtain the cabinets (she obtained measurements taken by Barb for the cabinets). At some point, Mary indicated that she would be leaving her position but that our deposit and order were on file. Barb clarified that we had already paid in full for this purchase. Barb has since been in contact with Highland many times. The new contact is ‘Colleen’. The old contact, Mary, finally contacted Barb to let her know that the order had never been placed. Barb contacted the manager to consult him about this problem. Colleen will be coming to the library to measure for the drawers (this was never done by Aviston Lumber). Barb requested that our order be expedited due to the extensive delay.
 - vi. Bright Stars Cleaning Contract – a representative of Bright Stars came in. There is now a communication log which should help Keith to communicate with the cleaning crew.
 - vii. Kitchen Drain Trap Odor. This is improved with semi-frequent running of water through the drains.
- b. Technology Committee
- i. 2 laptops were repaired by Serpentine (cost of \$120)
- c. Other Reports
- i. Friends of the Library – they are putting together this year’s *art fair* and have contacted most of the presenters from last year.
 - ii. City Council Liaison – no report
 - iii. Audit committee – the missing minutes have been located
 - iv. Personnel Committee

1. A copy of the benefits policy (approved last meeting) for Keith was provided to Keith and a copy will be given to the City.
- X. Public Comment - none
- XI. Old Business
- a. General Dean Video Status – a label-maker was found and may be useful to us.
 - i. Kim Wilkerson donated the cost of copying the DVD's.
 - ii. The Friends do not want to sell the DVDs because they do not feel that this would be a profitable money-maker.
 - iii. The Library will make the DVDs available for a donation
 - b. Carlyle Lake 50th Anniversary Participation
 - i. Keith is in contact with the Corps and we will be having some involvement
 - c. Flag Update – A representative from the VFW put up a new flag
- XII. New Business
- a. Nominating Committee
 - i. The committee recommended that the current officers keep their current positions. Barb asked for nominations from the floor No other nominations were made.
 - ii. Kim W. made a motion to accept the nominations as presented
 1. Kim S. seconded
 2. All were in favor and the motion passed.
 - b. Election of Officers
 - i. The following Officers of the Board were selected and they will be sworn in to their positions at the August meeting.
 1. President – Barb Guebert
 2. Vice-President – Kim Stamps
 3. Treasurer – Jane Bullock
 4. Secretary – Michelle Scott
 - ii. The president will assign committees next month. *Board members should evaluate their committee assignments and talk with President Barb about any preferred changes.*
 1. Frank recommends a committee for development
 - a. Soliciting gifts to the library, etc.
 2. By-laws will need to be revised to reflect the purpose and duties of the new committees
 - c. Serving Our Public – Programming. A copy of this topic was distributed
 - d. Keith provided each of us a copy of the periodical, "Book Page", which is a publication that we will receive for 3 months free of charge, and we can then subscribe for a nominal fee. Patrons have already given positive feedback.
 - e. Eckstein Case's birthday is July 8.
 - f. Friends meet this coming Saturday.
- XIII. Adjournment
- a. The meeting was adjourned at 9:10 p.m.

- b. The next meeting will be Monday, August 1, 2016 at 7:00 p.m.