

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Tuesday, September 6, 2016

Meeting Location: Staff Workroom, Library, 550 Sixth St., Carlyle, IL 62231

Board Members Present: Barb Guebert – President, Kim Stamps – Vice President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Frank Buckingham, Kim Wilkerson

Absent: Kenny O’Dell (excused), Darren Tracy (excused)

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – August 1, 2016
 - a. Kim S. made a motion to accept the meeting minutes
 - i. Kim W. seconded the motion
 - ii. All were in favor and the motion passed
- IV. Treasurer’s Report and FNB Statement
 - a. Treasurer’s report
 - i. 20-3530, Penalties and library fees – YTD actual is \$3721.63 – which consists of non-resident fees, late fees and lost item fees.
 - ii. We are currently under budget with total expenditures being 14.5% after 25% of the fiscal year has elapsed
 - iii. Frank made a motion to accept the Treasurer’s report
 1. Michelle seconded the motion
 2. All were in favor and the motion passed
 - b. FNB Statement
- V. Library Bills
 - a. We may need to adjust some of our budget to account for anticipated travel expenses and training. Christi used to save money on lodging, etc, through her parents’ contacts.
 - b. We have paid back several other libraries for materials lost by patrons. These clients are restricted from removing materials from the library until they have paid their fines and reimbursed the library. Keith attributes these lost materials to local people that may have moved (notices sent have been returned unopened).
 - c. Frank made a motion to approve the library bills
 - i. Jane seconded the motion
 - ii. All were in favor and the motion passed

- d. Other bills
 - i. Binsbacher & Griffithe Statement
 - 1. This bill will be paid out of the Trust
 - a. Jane made a motion that this bill be paid from the Trust
 - b. Frank seconded the motion
 - c. All were in favor and the motion passed
- VI. Statistics
- a. Statistics are on par for this time of year. Patrons have acclimated to 3M usage.
- VII. Library Director's Report
- a. Flora Ethel Maddux's Birthday – September 2nd
 - i. This was posted on Facebook – thanks Keith and Brenda
 - b. Utility Report
 - i. Utilities remain reasonable despite a very hot past few months. Our library is proving very efficient.
 - c. Concrete Work in Front of Library
 - i. Sandblasting was performed and the slippery concrete issue seems to be resolved
 - 1. Barb thanked Poettker Construction for their timely and expedient work on this matter
 - d. Progress of roll-out shelves
 - i. We had initially planned to stain the shelves ourselves to save money, but the shelves came with a finish already applied. Painting the shelves was suggested, but does not seem to be a good long term solution as paint rubs off.
 - ii. Barb will be looking for matching stain and volunteers can help with the staining, sanding process.
 - e. Programming – Upcoming events (including Holidays) – need for volunteers, food and equipment
 - i. Keith is looking into renting a movie screen for the Comic Con event and having it outside. We need to coordinate with the City (street/ parking lot closure, redirection and lighting). At previous events, we directed people to park at the Baptist church (we would need to coordinate with them). We need to consider closing 6th Street between Fairfax and Franklin Streets for a specified time to enhance safety.
 - ii. The event starts at 5:00. If we close the streets at 4 (with barricades provided by the City), this should allow for the after school traffic to subside. We should anticipate the event lasting until about 10:30. Brenda will have the City re-open the street at midnight, and
 - iii. Budget for this event will be around \$300.00
 - 1. Excel and IGA may be able to donate beverages
 - iv. We need to obtain sponsors and fliers prepared. Keith plans to work on these this week.

- v. Michelle will check with the Health Department on what is required to be allowed to provide hotdogs, etc., at these types of events.

- vi. Upcoming Events:

1. Sept 2 – *“The Angry Birds Movie”*
2. Sept 6 – Actress Rena Stephens and Composer Kevin Renick – discuss *“Defiled”*
3. Sept 10 – Friends of CHPL
4. Sept 13 – Clinton Co. Health Dept. – Disaster Preparedness
5. Sept 23 – *Marvel vs. DC Carlyle Mini Comic Con*
6. Sept 27 – *Tourism in Clinton County and Carlyle*
7. Oct 4 – *Fencers of the Corn* – Fencing exhibit
8. Oct 11 – *Backyard Wildlife*
9. Nov 1 – *Square Dancing with the Hoedowners* – learn to square dance
10. Nov 11 – *Harry Potter’s World*

- vii. *Phil Lenzini will be discussing library issues* – This is an ILA event!! Oct 21, 9-2pm

1. *This could be a good source of publicity for our library!*

- f. Book Club – meets Sept. 28 – *“All the Light We Cannot See”*
- g. Per Capita Grant (application due *January 15, 2017*, instead of October 2016, but the application is not yet available online).
- h. *“Get a Library Card” Month*
 - i. Print off the fliers on the ALA site!
- i. Library *“Seal”* – The cost of a 1.5 inch diameter seal is \$67.10 (versus \$80.40 for a 2 inch seal). The smaller seal should be more than sufficient
- j. Spring-load rods
 - i. We requested that the public donate any surplus rods, but none have been donated at this point
- k. Non-resident fee structure – see previous minutes (Aug 2016). The current fee is \$56.
- l. VFW 80th Birthday – Keith enlarged a copy a 1936 article in the Union Banner describing the establishment of the VFW in town.

VIII. Standing Committee Reports

- a. Budget/ Finance Committee
 - i. See Other Reports
- b. Building and Grounds Committee
 - i. List of fixture repairs needed
 1. The soap pumps in the women’s restroom become blocked with soap residue.
 - ii. Highway/ Street Library location signage
 1. The current sign on Rt. 127 was originally obtained after much discussion and communication with IDOT. Signs cannot direct traffic from one highway to another. Barb questioned why we can’t or don’t have another sign on the South end of town (one in each direction).
 2. We need to look into erecting more signs.

- c. Technology Committee
 - i. Report on Internet Provider and cost of high-speed internet through Charter
 - 1. Tabled until the October meeting
- IX. Other Reports
 - a. Friends of the Library – Book Sale – September 16, 17
 - b. City Council Liaison
 - i. Brenda has discovered what seems to be a discrepancy in the city budget regarding the library. This has to do with Fund 90, which is not in our budget. This account consists of our CDs as well as private donations from previous attempts to construct a new library. These are the CDs that we had previously discussed consolidating for investment elsewhere. The three consolidated accounts were established in 1993, 2001 and 2005. These donations were combined with Amazon sales from Christi.
 - ii. FY 2012 seems to be the first year where Fund 90 was presented as a line item. Very little has been put back into that (amounts of \$50 or less)
 - iii. Currently, there is an amount of \$19,000 from that account that the city has listed as part of our budget (as a cushion for our operating expenses). This is not the appropriate method to account for this money, as many of these funds were private donations that are restricted for specific uses within the library by the patrons who so graciously donated.
 - iv. Brenda will address the City for us.
 - 1. We could potentially establish grants (for continuing education), and use the money for special projects.
 - 2. We do not feel that the city should be transferring Library money without consulting Keith or the Board.
 - 3. We need to address this matter quickly and with discretion.
 - 4. Our budget this year is increased, but this is not from the City, this is from the fund of \$19,000, which cannot be used for day to day operations of the Library. This error could leave us with a very limited actual budget. Other City entities were granted ‘real’ budget increases this year.
 - 5. Barb suggested that we meet with the City finance committee to discuss this matter. This committee meets prior to every City Council Meeting. Brenda and Jane will attend the next meeting on Monday, Sept. 12 at 6:30 to alert the Council on this matter (the incorporation of private funds into the City budget). If the City is unable to reconcile this, then the Board will discuss whether further discussion or action needs to be taken.
- X. Public Comment
 - a. Barb

- i. Darren’s mother’s obituary mentioned that donations could be made to the Library. We need to account for any donations and write thank you notes as well as consider adding this to our wall of plaques.
 - ii. Jane and Brenda ran the movie night this week and did a great job. Thanks for stepping up!
 - iii. Kenny will be attending Seminary at Southern Baptist Theological Seminary in Louisville, KY to pursue a Masters of Divinity and has resigned from the Board. Kenny can now be reached at kodell655@students.sbts.edu
 - iv. We discussed several potential candidates to take Kenny’s Board seat.
- XI. Old Business
 - a. General Dean Video Status – half are done due to the labelling glitch (poor alignment)
- XII. New Business
 - a. Closed session – litigation
 - i. Michelle made a motion to enter closed session
 - 1. Jane seconded the motion
 - 2. All were in favor and the motion passed
 - ii. Closed session was entered at 9:36
 - iii. Open session resumed at 10:09
- XIII. By-law amendment. (first reading)
 - a. New Section 3 – Financial Audit Committee

We need an audit committee to conduct an annual audit of financial accounts within 60 days of the close of each fiscal year. The financial audit committee should submit a written report with recommendations, if any, to the Board as soon as practicable. This committee should be nominated by the Board.
 - b. Suggestions were made to amend this (from 60 days to 30) and from ‘as soon as practicable’ to ‘at the July Board meeting’.
 - c. Section 4 – change ‘Budget’ Committee to ‘Finance’ Committee
 - d. Section 4.1 – Change ‘Budget’ to ‘Finance’
 - e. New Article V – Bank Accounts

In accordance with a Court Order dated ____, and Resolution dated ____, the Board is authorized to maintain and have exclusive control of a segregated bank account to hold the remainder funds of the Maddux Trust and other private donations. The Board may elect to change banking institutions from time to time with consideration given to changes in banking policies and procedures, rates, locations, ownership, etc.
 - f. Suggestions were made to refer to the Minutes from the previous 3 meetings of the Finance Committee (and to recommend this in the By-laws). Minutes from the previous 3 meetings of the Budget Committee (Aug. 11, 18, 23) were provided
 - g. Suggestions were made to include that a report on the above accounts should be included in the monthly treasurer’s report.
 - h. See Aug. 30 Minutes – 3rd paragraph – “It is imperative that the present and future ...Boards...understand that these are private funds....”
 - i. Suggestions that new signature card include two board members:

President and Treasurer

- j. Resolutions to Establish Bank Account
 1. Kim S. made a motion to authorize the board to establish a segregated bank account with National Bank of Hillsboro at Carlyle as a depository for the funds of the Case-Halstead Public Library Board of Trustees.
 - a. Kim W. seconded the motion
 - b. All were in favor and the motion passed
 - c. Barb and Michelle signed the Resolution
 2. Kim S. made a motion that the Board establish a segregated bank account for the remaining trust funds created under Article V of the Last Will and Testament of Flora Ethel Maddux
 - a. Kim W. seconded the motion
 - b. All were in favor and the motion passed
 - c. Barb and Michelle signed the Resolution
 3. Kim S. made a motion to name the board members serving as President and Treasurer of the Board as signature holders for the new bank account (Barb and Michelle will sign).
 - a. Kim W. seconded the motion
 - b. All were in favor and the motion passed
- XIV. Serving Our Public
- XV. Adjournment
 - b. The meeting was adjourned at 10:15
 - c. The next meeting will be Monday, October 3, 2016, 7:00 p.m.