

Meeting Minutes
Case-Halstead Public Library Board of Trustees
03 OCT 2016

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

Board Members Present: Barb Guebert – President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Darren Tracy, Kim Wilkerson

Absent: Kim Stamps (excused), Frank Buckingham. We are currently short one board member since Kenny's resignation.

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7:00 PM
- II. Pledge
- III. Meeting Minutes – Tuesday September 6, 2016
 - a. Kim W. made a motion to accept the meeting minutes
 - i. Jane seconded the motion
 - ii. All were in favor and the motion passed
- IV. Treasurer's Report and FNB Statement
 - a. Treasurer's report
 - i. The advertisement costs for the "Zootopia" screening is under line 5530 (publishing)
 - ii. The "Special Programs" line (9250), lists \$614.73 spent. This includes the money paid to the scholastic book fair which in previous years was paid directly out of funds earned with a cashier's check. The bill is offset by income, which is accounted for in 3530, "Penalties and Fees"
 - iii. \$815.63 was spent from the Maddux trust (on the attorney for the bank).
 - iv. Kim W. 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 – balance is \$18,253.95
 - c. National Bank Statement.
 - i. We will be receiving a monthly statement for this account (this was opened with a \$40 deposit)
- V. Library Bills
 - a. W.T. Cox – this company is a 'one stop shop' for library periodicals. We will pay for our periodicals once yearly and a report will be generated.
 - b. The Movie Licensing USA fee is the fee for an in-house movie license.
 - c. Kim W. made a motion to approve the library bills

- i. Jane seconded the motion
 - ii. All were in favor and the motion passed
- VI. Statistics
 - a. The book club has been very successful with consistently 14-16 attendees
 - b. The Disaster Preparedness session was well attended with 15 attendees.
- VII. Library Director's Report
 - a. Report on Comic-con Event
 - i. This event was very successful and there was a nice write up in the Union Banner.
 - b. Movie License Outdoor vs. Indoor
 - i. Licensing cost \$375 for one outdoor movie. Keith purchased a movie license for \$375 that allows the Library to play one outdoor movie.
 - c. Utility Report
 - i. The variation in the bill likely has to do with a warmer than normal August.
 - d. Phil Lenzini and Board Registration
 - i. October 21st – Registration is online and the program will start at 9:30.
 - ii. Board members are encouraged to attend and should RSVP to Keith
 - iii. Barb suggested that we (or the Friends) put together an informational packet for attendees to direct them to local attractions and restaurants.
 - e. The sprinkler system will be winterized this month.
 - f. Charter Internet Service – City Phone Service
 - i. Charter has been to the library to perform a site survey and should be here within 10 days to install our new internet service.
 - ii. Charter is hardwired into the city of Carlyle, so the service should be more consistent than what we have had in the past.
 - 1. Tin Cans has been a wonderful asset for the library and we should recognize him in some way. We may be able to show our appreciation by maintaining his receiver on the building which will help them to serve other customers.
 - g. Programming – Upcoming Events
 - i. October 4 – “Fencers of the Corn”, 7pm
 - ii. October 11 – “Backyard Wildlife with Bob Hammel”, 7pm
 - iii. October 14 – Family Movie – “Cinderella (2015), 6:15
 - 1. We may have the Clinton County Fair Queen here for this event
 - iv. October 26, Book Club – “Northanger Abbey”, 7pm
 - v. November 1 – “Square Dancing with the Hoedowners”, 7pm
 - vi. November 12, “Harry Potter’s World” 12-4pm
 - vii. November 17, “Family Reading Night”
 - viii. December 7, Book Club “A Man Called Ove”, 7pm
 - h. Business Trick or Treat – October 31st 3-5 pm
 - i. Veteran’s Day Display/ MIA flag

- j. Library "Seal" – 2-inch version – Keith passed around an example of our seal, which should help with the branding of the library
 - k. Max 96.7 update
 - i. Our weekly (Thursdays) library program may be the only live programming on the radio for the next while since the resignation of Jay Strieker.
 - l. 5th Grade Library "Class" – Treasure Hunt using library sources
 - i. 82 children from the local schools will be coming on October 6th for approximately 45 minutes to learn about how to use our library and its resources.
 - m. September Library Card Month Report
- VIII. Standing Committee Reports
- a. Budget/Finance Committee – Budget Item – Donations/ New bank account
 - i. The Budget/Finance Committee decided to attend the City Finance meeting and inquire about the discrepancy that Brenda noted at the last board meeting
 - ii. Brenda and Jane attended
 - 1. The City was unaware of the discrepancy and planned to do research on the matter.
 - 2. Barb and Christi had asked to have the accounts combined at the February 8, 2016 City Finance Meeting. This was accomplished at the following meeting when Christi, Barb and Chad were available.
 - 3. During another City Finance Committee meeting, it was discussed that the new account would be part of the City's general fund.
 - 4. Originally the Library had a segregated savings account under Fund 90 (Library Savings), which is not part of the City's Budget. This fund disappeared and was put it into our revenue stream, which was not appropriate.
 - 5. This year the discrepancy shouldn't cause any problems. If we fulfill our budget, we will be spending a little more than \$4000 of that money. We have a memo which states that the City will not be withdrawing funds from the combined checking/savings account without approval from the Library Board. The city will be paying back the \$4000 if it is spent.
 - 6. The City seemed unaware that this money was donated and not money received from taxes
 - 7. In the future, we should go directly to the City Finance Committee with concerns
 - 8. Barb and Jane opened an account with National Bank (Barb used \$40.00 of her personal money and will be reimbursed once the Maddux funds are fully deposited. A copy of the deposit slip and the account number, 327611, was provided in the meeting packet.
 - 9. Donations:

- a. Barb suggested that Keith track donations for the Maddux fund on a spreadsheet to help us track these funds and receipts.
 - 10. We need to determine where to put money earned from programs. The finance committee will meet to determine how to do this (for example – to save money for programming needs such as a popcorn machine)
 - 11. There was money (\$145.00) donated in the name of Daren’s mother and Margaret Bruemmer. This donated money will go to our new combined savings account. National bank may be providing us with a stamp ‘for deposit only’ so that Keith can deposit these funds. Keith will be writing thank you letters to the Tracy and Bruemmer families.
 - 12. Barb will be furnishing a copy of Sept 2016 board minutes to the bank and our attorney .
 - b. Building and Grounds committee – Stained carpet – Maddux Room
 - i. We will likely be able to care for these ourselves or with the help of our cleaning service and we should consider providing the children/attendees with decorated bottles of water instead of soda in order to prevent repeat damage to the carpet.
 - c. If any Board member knows where the maintenance manual for the library is, please let him know!
 - d. Technology Committee – nothing to report
 - e. Personnel Committee – Upcoming Reviews
 - i. Barb would like the Personnel committee to analyze our staffing needs and make a recommendation before the Budget meeting meets in January
 - 1. We should consider the value of an assistant to the Librarian in our library
- IX. Other Reports
- a. City Council Liaison
 - i. Clinton County Board’s Tourism Committee met today and had a tour of the library while here. They were previously unaware of all that our library has to offer
 - 1. Brenda will talk to the County Board on 10/17 to discuss the library, it’s facilities and the economic impact on our area.
 - ii. John Harding from Europe commented on Brenda’s Storytime post. This demonstrates the power of social media and it’s extensive reach. He has some information on the Case family and will be sending Brenda more documentation that might be relevant to our library’s history.
 - 1. Barb will be going to Cleveland (Case Western) and sharing some of the Case family documentation that we have.
 - iii. Jeff Taylor had planned to come to our library meeting but was unable to make it. Brenda mentioned a library in Kentucky that hosts a ‘Frontier Day’ for their city. Brenda is interested in having something similar such as a ‘Jack Slade Days

festival'. Jeff may be willing to help support our library in securing more programming.

- iv. Brenda mentioned that we should try to increase our programming budget and that we may need additional staffing to accomplish this task.

- b. Friends of the Library

- X. Public Comment - none

- XI. Old Business

- a. General Dean Video status

- i. We need to make more labels for the DVDs
- ii. Gen. Dean's niece would like a couple of copies. Bill Dean Jr. would also like a couple of copies. Barb has a list of some local groups (Clinton County Historical Society and Corps of Engineers) that would appreciate copies should we care to donate them. We will be accepting donations for \$10 or more in exchange for a copy of this DVD.

- b. Roll-out shelves

- i. We are looking for a local painter to do an excellent job on these shelves, which will be well used and must maintain their professional appearance for years to come.

- c. Maddux Trust report

- i. The lawyer asked whether the Board had any objections and we do not. There will be no need for any further hearings. There will be a telephone conference with the judge and we will get an order.
- ii. Any bills for the Maddux trust will be accepted in the meantime.

- d. **Darren** mentioned that the Sept 6 program had no attendees despite advertisement and that the programmers have not received any monetary compensation for their program. Keith covered dinner for the presenters. Darren suggested paying the programmers \$50 as a donation in appreciation of their program. In the future, we should be sure to clearly disclose our compensation policy to potential programs. Barb suggested that a thank you letter with a donation would be appropriate and welcomed by our programmers. We could mention that we understand that no fee is charged for these performances, but that we would like to make a donation to their cause. We want to prevent misunderstandings of expected payment after the fact.

- i. Michelle made a motion that the library director use his discretion to donate funds (\$100 or less) to these groups as he feels appropriate in order to encourage future programs.

- 1. Jane seconded the motion
- 2. All were in favor and the motion passed

- XII. New Business

- a. Board vacancy – Several potential candidates were discussed and Barb will contact them

- b. 2nd reading of proposed amendment to CHPL bylaws

- i. Darren made a motion to approve the second reading to revise the bylaws
 - 1. Kim W. seconded the motion

2. All were in favor and the motion passed.
 - c. Serving our public topic – Chapter 12 – safety
 - i. Keith notes that “14. – At least two people shall be on duty during all open hours of operation” is the standard that is most often violated. *This should be addressed with personnel.*
 - ii. Barb mentioned that it might be time to review safety protocols (fire extinguisher use, emergency drills, etc.)
- XIII. Adjournment
 - a. The meeting was adjourned at 9 PM
 - b. The next meeting will be Monday, November 7, 7:00 PM