

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Monday, November 7, 2016, 7:00 p.m.

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, Frank Buckingham, Darren Tracy , Kim Wilkerson

Absent: Kim Stamps (Excused); Zack Huels (not present for Board induction)

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – October 3, 2016
 - a. Darren made a motion to accept the minutes as corrected
 - i. Kim Wilkerson seconded the motion
 - ii. All were in favor and the motion passed. Corrected minutes will be distributed at the December meeting
 - b. Correct minutes from September 2016 also provided addition - \$300 budgeted for Comic Con event
- IV. Treasurer’s Report and Bank Statements
 - i. Treasurer’s Report
 1. We are under budget so far this year.
 - ii. FNB Statement
 1. Maddux Trust – Fee of \$883.51 was an attorney fee
 - iii. National Bank
 1. No activity (contains our initial \$40 deposit)
 - iv. Frank made a motion to accept the Treasurer’s report
 1. Kim Wilkerson seconded
 2. All were in favor and the motion passed
- b. Checks for National Bank account
 - i. We currently do not have a method to pay bills from this account. It was discussed that we could either order a small quantity of checks for this account or obtain cashier’s checks as needed.
 - ii. Brenda suggested that the bank may print some counter checks for us. Barb will check with National bank to see if they can print us out a few sheets of numbered checks.
 - iii. We have a check from First National for \$25,000.00 as partial distribution of the Maddux Trust which can now be deposited. We also have the money that was donated in memorium for Maggie Brummer and money donated in memory of Mrs. Tracy. This will all be deposited into the National Bank account.

- iv. We must be sure to use the Maddux money for approved expenses (related to the building and equipment, but not related to other expenses)
 - c. Reimburse for opening account – money should come from the Maddux Trust as it was used to open the account required by Court Order.
 - i. Frank made a motion to reimburse Barb \$40 for opening the National Bank account.
 - 1. Kim Wilkerson seconded
 - 2. All were in favor and the motion passed.
 - V. Library Bills
 - i. We are still receiving non-resident fees (\$196 this month)
 - ii. Our total income is up from previous months and mostly attributed to Maddux room use (\$819.35 total)
 - iii. Barb suggested that we need to consider the” outside movie license” cost as well as travel/meeting expenses for the director when making the budget next year.
 - iv. Darren made a motion to approve the library bills as presented.
 - 1. Michelle seconded
 - 2. All were in favor and the motion passed.
 - b. Case-Western order form for archival documents
 - i. Barb requested the relevant archival materials at Case-Western Reserve University be available for viewing while she was in Cleveland, and was able to review a number of records related to our library and the Case family
 - ii. Barb spent over 3 hours reviewing the information which included family genealogy, family letters, scrapbooks, biographical material, tributes, etc.
 - iii. Case Western’s bill for the photocopying the pages Barb chose to order is \$35.25, but with postage the total is \$48.70
 - iv. Jane made a motion that we pay the bill in the amount of \$48.70 out of our budget (Keith will assign a line item).
 - 1. Frank seconded
 - 2. All were in favor and the motion passed.
 - c. Binsbacher & Griffith final legal bill regarding Maddux Trust representation
 - i. This is a ‘project’ bill and will be paid out of the Maddux Trust (still at First National Bank) – Amount due \$1,749.00.
 - d. Michelle made a motion to pay the project bill
 - i. Jane seconded
 - ii. All were in favor and the motion passed.
- VI. Statistics Report – No comment
- VII. Library Director’s Report
 - a. Utility Report
 - i. Cost per Square Foot is slightly increased this month, but this can be attributed to continued warm weather last month and consistent use of the Maddux room, which requires heating and cooling.

- b. Report on October events
 - i. 44 attendees at “Fencers of the Corn” – patrons seemed to enjoy this event!
 - ii. 24 attendees at “Backyard Wildlife with Bob Hammel – Oct 11
 - iii. 66 attendees at Cinderella event October 14. The Clinton County Fair Queen (Maddie Wieter) attended. Lori Jansen (Traditions Photography) took complimentary photographs of children (some in costume) with Queen Maddie.
 - iv. Keith attended the ILA Conference Oct 17 – Oct 20 and enjoyed meeting with the local librarians.
 - v. Law Day with Phil Lenzini – 74 librarians and staff. This event was very successful. The Friends of CHPL provided refreshments.
 - vi. Book Club – Jane Austen – Northanger Abbey – 16 attendees
 - vii. Story Time had 20 total attendees this month
 - viii. Square Dancing with the Hoedowners scheduled October 1 was cancelled, but will be re-scheduled.
 - ix. The Board recessed from 7:40 until 7:50 in order to stand outside and join others to pay our respects to the passing motorcade carrying the body of PFC Grant Hodge, who was killed in the line of duty, from the Scott Air Force Base to his hometown of Salem, IL.
 - c. Upcoming Library Closures
 - i. Veteran’s Day
 - ii. Thanksgiving Day
 - iii. Christmas Eve
 - iv. Christmas Day (Dec. 25 – Sunday)
 - v. Day after Christmas (Dec 26)
 - vi. New Year’s Eve (Dec 31) – Regular City employees get Friday Dec. 30 off since the City is closed on Saturday
 - vii. New Year’s Day – Jan 1 (Sunday)
 - viii. Day after New Year’s Day – Jan 2
 - d. Programming – Upcoming Events
 - i. Harry Potter’s World - (Sat Nov 12)– Keith has been advertising (personally handing out fliers at local schools within a 40 mile radius as well as on social media
 - ii. Family Reading Night – Nov 17
 - iii. Disney’s “Frozen” movie event – Dec 2
 - iv. Beekeeping event
 - v. Christmas event – TBD; volunteers needed
- VIII. Standing Committee Reports
- a. Budget/Finance Committee
 - i. National Bank account spreadsheet development – this is still in process by Keith
 - b. Building and Grounds Committee – review of Building Maintenance Schedule
 - i. This was located and Keith will review it.

- ii. There is a bulb on the outside of the building that needs replaced.
 - c. Technology Committee – Tin Cans Internet vs. Charter
 - i. Charter quoted \$10,000 to bring service into the Library and would only discount to \$7500, \$5000 of which would be covered by the City
 - ii. Chad Thomas of Tin Cans, said that he would upgrade his equipment for \$650, which the City covered, and we will have service equal to Charter’s for approximately \$10 less per month (Charter would have charged \$120 per month for the upgraded service). We are happy to be using a local business and to also be saving money with this method. Thanks to our City Administrator, JoAnn Hollenkamp, for helping us navigate this matter.
 - iii. We will use funds from ‘other professional services’ to pay for this service for now.
 - d. Personnel – Yearly Reviews update – Michelle indicated that this will be accomplished in November
 - e. Library Calendar – review policies. Barb asked the Policies and Procedures Committee to review Library policies and report to the Board at the December meeting.
 - f. Other reports
 - i. City Council Liaison – no report.
 - ii. Friends of CHPL – meet November 12
 - 1. Keith will be requesting volunteers for the Harry Potter event on November 12.
 - 2. November 19 – the Friends will be decorating and recruiting members after the closure of the library from 2pm until finished, likely followed by a social gathering
 - a. We should advertise that we are decorating in hopes of recruiting
- IX. Public Comment - none
- X. Old Business
 - a. New Court Oder – Maddux Trust
 - i. Indicates that the funds shall be deposited into an account in the name of the Board of Trustees.
 - ii. Para. 5 – The balance as of the Court Order Date (September 29, 2016) was \$31,554.62. The Bank’s final attorney and other fees will be deducted from this amount.
 - iii. We should archive files and other materials related to both the Maddux Trust and construction project.
 - b. Roll-out Shelves – these are being stained, etc.
- XI. New Business
 - a. Review of closed minutes – March through September 2016
 - i. Darren made a motion that these minutes (involving litigation or personnel remain closed
 - a. Board – April 04, 2016

- b. Board – March 07, 2016
 - c. Board – May 02, 2016
 - d. Personnel – June 06, 2016
 - e. Board – September 06, 2016
 - 2. Michelle seconded the motion
 - 3. All were in favor and the motion passed.
 - b. Early Holiday closures will be as listed above or at the Director’s discretion
 - c. Holiday parties – we will decide a date for a holiday social gathering at the December Board meeting
 - d. Serving our Public – Long range planning (chapter 1, Core 13)
 - e. Long-range planning
 - i. We need to consider
 - 1. Increasing the property tax from .0775 to 0.15 (possibly in FY 2017-2018)
 - 2. Having a full or nearly full-time Children’s Librarian (what degrees should they hold?)
 - 3. Working towards a nearly full-time circulation clerk
 - 4. Increasing our programming/advertising budget
 - ii. The long-range committee needs to meet to discuss these issues, perhaps in conjunction with the personnel committee
 - iii. We need to find way to keep our attendance numbers up
 - iv. We should consider having measurable 2, 5 and 10 year goals along with plans to obtain them.
 - v. Focus groups may be useful with these matters.
 - 1. Barb suggested a ‘State of the Library’ Program to inform the public about our successes and plans for the future.
 - f. Review of Chapter 12 – “Serving our Public” – for Dec. 5 meeting
 - i. Barb mentioned a conversation that she had with Chief Pingsterhaus about bringing Staff up to date with safety protocols (AED use, Fire Extinguisher use, etc) as well as consumer safety.
 - ii. One main safety point to take from this chapter is point 14, “at least 2 people should be on duty during all open hours of operation”
 - 1. The library had an assistant librarian at one time and we should consider having one again to keep the library fully staffed (increasing safety and the presence of authority in the library) and to work towards our long-term goals (for example, having the position be a ‘youth services’ librarian or ‘activities director’ and thereby encouraging more children to visit the library and increasing community outreach.)
- XII. Adjournment – The meeting was adjourned at 8:40
 - a. Next meeting Monday, December 5, 7:00 p.m.