

**Meeting Minutes**  
**Case-Halstead Public Library Board of Trustees**  
**Monday, December 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, Brenda Johnson – City Liaison, Frank Buckingham, Darren Tracy

**Absent:** Kim Wilkerson (Excused); Zach Huels (Excused; Induction scheduled for January 3 meeting)

**Also Present:** Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –
  - a. Corrected minutes October 3, 2016
    - i. Distributed as corrected and approved at the November meeting
  - b. Meeting Minutes – November 7, 2016
    - i. Michelle made a motion to approve the November 7, 2016 Minutes
      1. Kim S. seconded the motion
      2. All were in favor and the motion passed
  - c. Special Meeting Minutes – November 21, 2016
    - i. Kim S. made a motion to approve the November 21, 2016 Minutes
      1. Jane seconded the motion
      2. All were in favor and the motion passed
- IV. Treasurer’s Report, FNB Statement and National Bank Account
  - a. Treasurer’s Report
    - i. Expenditures
      1. There were some small differences in a few items due to charges on the credit card or late bills that were not paid yet.
      2. 50% of the fiscal year has elapsed and we are under budget having spent 42.5% of budget.
    - ii. Revenues
      1. The Friend’s Amazon account is now under their control.
  - b. FNB Statement
    - i. \$25,000 was deposited from the Maddux Trust account to the National Bank Account
    - ii. \$5,676.83 remains in the Maddux Trust account as of October 31 to cover remaining charges, such as the outstanding fee of \$1750 for our attorney’s final fee (Also, other Trust fees will be taken from this account)
    - iii. There is \$18,255.75 remaining in the City account number 19687 (Library Fund), which is restricted for library use only.
  - c. National Bank Account
    - i. As this is a savings account and not a checking account, we are not able to procure checks. However, the bank will furnish cashier’s checks at our request at no charge.

- d. During planning for the new library, Board members Wendy Folen and Barb Guebert travelled extensively on library business to plan the building and furnishings. At the time, the City would not approve these payments from the Maddux Trust (referring to these funds as 'compensation'), but the Library Board approved reimbursement per the Library Statutes.
  - 1. Wendy - \$277.98
  - 2. Barb - \$680.38, \$94.36 (2 amounts)
  - ii. Darren made a motion to reimburse these funds as previously approved, out of the National Bank account
    - 1. Kim S. seconded the motion
    - 2. All were in favor and the motion carried.
- e. Michelle made a motion to accept the Treasurer's report
  - i. Frank seconded the motion
  - ii. All were in favor and the motion carried
- V. Library Bills
  - a. Total income: \$650.00 (Library receipts showed \$651.05)
    - i. The printer was not working for 3.5 days
    - ii. Income was slightly down as a result
  - b. Total Expenditures: \$7554.02
    - i. Outstanding Amazon Corporate account balance – 2.5 months' worth of materials because Keith was not aware that Amazon would not send paper bills. (no late fees incurred).
    - ii. 8800 (Books and Other Materials) \$2593.58
    - iii. 8810 (Multimedia Materials – DVD's) \$1382.88
  - c. Kim S. made a motion to pay the library bills
    - i. Frank seconded the motion
    - ii. All were in favor and the motion carried.
- VI. Statistics
  - a. Patron count was down from last month (but up from last year at this time).
    - i. The library was closed for Veteran's Day and Thanksgiving Day.
    - ii. The Hoedowners program rescheduled as they would prefer a warmer time of year.
- VII. Library Director's Report
  - a. Utility Report
    - i. We continue to be efficient in our utility usage in the new building.
  - b. Report on November events
    - i. Harry Potter's World - (Saturday, Nov 12) – 118 attended
    - ii. The Book Club is reading "A Man Called Ove" and will discuss on Dec. 7 at 7pm
      - 1. Jan. book discussion (book TBD) will be Wed., Jan. 25 at 7pm
    - iii. Story Time – 8 attendees for 4 sessions – Keith hopes to reach out to the community more in 2017 to improve attendance
    - iv. Family Reading Night – Nov 17 – 3 attendees – Keith is hoping to combine this event with our Christmas celebration prior to the Scholastic Book Fair for next year.
  - c. Per Capita and Equalization Grant Application – see New Business
  - d. Upcoming Library Closures

- i. Christmas Eve
    - ii. Christmas Day, Dec. 25 (Sunday)
    - iii. Day after Christmas Dec. 26 (Monday)
    - iv. New Year's Eve, Dec. 31
      - 1. Regular city employees get Friday Dec. 30 off since the City is closed Saturday.
    - v. New Year's Day, Jan 1 (Sunday)
    - vi. Day after New Year's Day – Jan 2.
    - vii. MLK Day, Monday, January 16
  - e. Programming – Upcoming Events
    - i. Sat. Dec. 10 (1pm) – “Beekeeping for Life” – Andy Brethorst event
    - ii. Wed. Dec 14 – Wed. Jan 4: Scholastic Book Fair
    - iii. Fri. Dec. 16 (5pm) – “A Christmas Story” Event (starts at 6 pm) (preceded by crafts, coloring, fun)
      - 1. Keith is trying to provide more free events for our patrons
    - iv. Fri. Jan. 6 (6:15pm) – Family Movie Night: “Finding Dory”
    - v. Sat. Jan. 21 (9-5pm): Beekeeping Certification Class (Andy Brethorst)
    - vi. We will continue to have Family Movie Night (generally) on the first Friday of the month at either 6:15 or 6:30
      - 1. Friday Feb 3 – “The BFG”
      - 2. Friday Mar 3 – “Pete’s Dragon”
      - 3. Friday Mar 10 – (5pm) – “The Universe of Doctor Who”
    - vii. Other TBD events
      - 1. Tuesday Night Speaker Series
        - a. Al Crocker – Local Fishing
        - b. Ted Beier – Sailing at the Lake
        - c. Local History Programs
      - 2. Summer Reading Program 2017
      - 3. September (annual big event) – “Star Wars: Rogue One”
- VIII. Standing Committee Reports
  - a. Budget/Finance Committee
    - i. According to the Statute – we must make our request for any change in tax levy at the time that we submit our budget, so even if we had decided to raise the tax levy at our last meeting, this move would have been illegal.
      - 1. We need to be sure to check the Library Statutes before addressing any future issues.
  - b. Building and Grounds Committee – review of Building Maintenance Schedule
    - i. Barb spoke with Judy Smith (chair of the City Employee Concerns Committee) about the library having access to someone from the City who could address maintenance issues (light bulbs, filter changes, etc) at the library that are currently being addressed by the Board, the library director and the staff. We would need to be sure to educate any worker that assists us with these matters about our maintenance schedule and equipment warranty requirements.

- c. Technology Committee
  - i. Chadd Thompson at Tin Cans sent Keith an email with Computer/Internet Service Contract Pricing (2 hours of onsite or phone support) - \$100 *per month*. (Emergency service available for additional fees). This is in addition to our monthly payment for internet service.
    - 1. Frank made a motion to approve the purchase of this service contract with Tin Cans (as recommended by the Technology Committee)
      - a. Darren seconded the motion
      - b. All were in favor and the motion passed.
  - ii. Keith provided information on a desk-top printer available at Office Max – a Brother Wireless Laser All-In-One printer, scanner, copier, fax, MFC-L2700DW (Item 700647), which he proposes be used for his work in order to free up the larger machine available for patron use. Also, the smaller desk-top unit could be used to print labels in order to prevent our larger, more expensive printers from becoming gummed up, damaged or stalled due to label jams.
    - 1. Keith will talk to Da-com about solutions that they might have (a smaller printer that could be placed in Keith’s office or in the staff room)
    - 2. This device could be paid for out of the National Bank account as an expense related to furnishing the new library.
- d. Personnel Committee Report
  - i. Personnel Committee met on November 28 to go over director reviews, and met with Keith later in the meeting to discuss the staff reviews as well as his review.
- e. Long-Range Planning and Personnel Committee Review for Staffing
  - i. Barb suggested that these committees combine to discuss staffing and prepare for any potential changes in our budget for the next fiscal year.
  - ii. This meeting would take place prior to finance committee finalizing the budget in March (potentially February).
- f. Policies and Procedures Committee Report
  - i. Minutes of November 17, 2016
  - ii. We may need to formulate a policy to address the death of a board member or a board member’s immediate family.
  - iii. Holly Timmermann from the Clinton County Health Department sent Michelle an email on September 8, 2016 regarding food service, explaining that food service at single-day temporary events does not require a permit regardless of whether the food is free or for sale; however, the food must be prepared on-site. No home cooked foods are allowed.
- g. Revised Committee Assignments (until further revised by recommendations of the Special By-Laws Committee).
  - i. Finance/Budget – Jane, Barb, Brenda
  - ii. Building and Grounds – Frank, Brenda, Zach
  - iii. Long Range Planning – Kim S., Barb, Kim W.
  - iv. Personnel – Jane, Kim W., Michelle
  - v. Policies and Procedures – Barb, Kim S., Darren

- vi. Technology – Frank, Zach, Darren
- vii. Development – Kim S., Jane, Frank, Kim W.
- h. Other reports
  - i. City Council Liaison - none
  - ii. Friends of CHPL – Christmas decorating was completed.
- IX. Public Comment - none
- X. Old Business
  - a. Status of Case Documents – on order.
  - b. Holiday Party – Fish House – January 4<sup>th</sup> or 5<sup>th</sup> at 6:30pm (Darren will check his schedule)
- XI. New Business
  - a. “Food for Fines” – Keith has suggested that we coordinate with Matthew 25 during the dates of December 19-23 or longer (potentially 2 weeks) and offer patrons the option to bring in food items for donation to the Matthew 25 Ecumenical Food Pantry to reduce their library fines (for every one item brought in, the patron will receive \$1 off of their fines). Restrictions would include – application only to existing library fines and not to lost items or other fees.
    - i. This could ‘cost’ us some revenue, but would be a good event for both our library and our community
    - ii. Darren made a motion to approve the food for fines program for this year from Dec 19 through the end of the year.
      - 1. Kim S. seconded the motion
      - 2. All were in favor and the motion passed
  - b. Review Serving Our Public-Chapter 6, “Access”, 3.0 for annual Per Capita and Equalization Grant Application
    - i. Keith stated that for a library of this size in our small town, we have more than adequate hours available to the public
    - ii. Keith is working on our website to improve information and content to adhere to this standard
    - iii. Keith feels that we meet most of these standards, and those that we do not fully meet are a work-in-progress.
    - iv. Keith plans to make a list of resources available for our patrons with disabilities and it will be located at the circulation desk.
  - c. Appoint By-Laws Committee
    - i. Barb was reviewing our By-laws and noted some inconsistencies. Our By-laws state that each trustee must be a member of at least one committee, but they also state that there be 3 members on each committee. These, among a few other words are in conflict (also changing ‘Budget’ to ‘Finance’). The current By-laws also state that the President of the Board can make or second a motion at a Friends meeting as well as participation Board members can have in the Friends of the Library (which may be a stipulation of an alternate statute.) Furthermore, we have added multiple committees without adjusting our By-laws. This is spreading our Board members more thinly than needed. Barb suggested that some committees may *not* need to be standing committees. Our By-laws need to be reviewed to make changes where necessary.

- ii. Special Committee to review By-laws - Kim S., Michelle and Darren volunteered to work on revisions with Barb's support and agreed to meet within the next couple of months to review the By-laws and present recommendations to the Board.
  - d. We will review FOIA, OMA and the Ethics Statement for Trustees at the Jan. 3 meeting.
  - e. Minutes of November 28 Personnel Meeting – **Closed Session**
    - i. **Michelle made a motion to enter closed session to discuss personnel**
      - 1. **Kim S. seconded the motion**
    - ii. Roll Call with all board members present consenting.
      - 1. **Closed session was entered at 8:55 pm**
    - iii. **Open session resumed at 9:43**
      - 1. **There was no action taken**
    - iv. Keith was called back to discuss
      - 1. We have a need for another employee, potentially full time to be in charge when Keith is not here and to assist and take over some of the responsibilities of the library director
      - 2. We decided to propose some recommendations as follows:
      - 3. We would like Keith to propose a job title, description, hours, salary, etc. (potentially 30-35 hours per week).
        - a. Keith proposed that we consider someone with a teaching degree.
        - b. Kim will contact the Nashville library to inquire about their recent hire.
      - 4. We recommended to Keith that he also consider writing a proposal for any increase in salary that he may think appropriate for himself based on information he may have for people in his position
      - 5. We requested any new recommendations related to raises for staff as well.
- XII. Adjournment – The meeting was adjourned at 10 pm.
  - a. Next meeting *Tuesday, Jan 3, 7:00 p.m. – note the special date due to the holiday.*