

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
10 July 2018

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

**Board Members Present:** Frank Buckingham – President, Darren Tracy – Vice President, Brenda Johnson, Chris Cox, Tara Woods, Whitney Luebbers, Jane Bullock, Keith Housewright

**Absent:** Michelle Scott – Secretary (excused), Zack Huels (excused)

- Call to Order, Roll Call and Introduction of Guests
  - The meeting was called to order at 7:05 PM
- Pledge of Allegiance
- Meeting Minutes
  - Both May and June minutes were reviewed (Approval of May minutes were tabled for approval at the July meeting due to a hardcopy being unavailable at the time of the meeting)
    - **Chris made a motion to approve both May and June minutes as submitted**
      - **Jane seconded the motion**
      - **All were in favor and the motion passed**
- Treasurer's Report, Library Bills and FNB Statement
  - Treasurer's report
    - Discussion was had and the Income and Expenditures sheet is 1% over budget due to various expenses such as summer reading program, but we are only one month in to the fiscal year
    - Not much activity on income for the month of June.
  - Library Bills
    - June bills were submitted, paid and approved, Jane has checked and it is exact to the penny.
    - Discussion was had regarding "Special programs" being high due to the summer reading program.
  - Bank Statements
    - FNB Statement
      - Only activity is interest paid.
    - National Bank Account
      - Only activity includes the deposit from Mimi Vonahme memorial and the interest paid on the CDs.
    - Discussion was had about how it was a positive decision to invest these funds into a CD because the interest per month has increased.
    - Discussion was had about the possibility of moving First National Bank account funds into bonds, CDs, money markets, etc. to earn a higher

interest rate. This money was raised to build a new library before the Maddux money was received. The Board discussed continuing to look into options for these funds.

- It was discussed that several thousand dollars was raised originally through fundraisers (book sales, etc.) in 2005/2006 and it was deposited into the First National Bank account. The books were donated so the money raised was a donation.

- **Chris made a motion to accept the Treasurer's report**

- **Darren seconded the motion**
- **All were in favor and the motion passed.**

- Library Director's Report

- Keith advised that the Library donated a small amount to and participated in the "I Got Caught Wearing My Life Jacket" campaign with the Army Corps of Engineers. They sent a thank you letter and certificate.
- Incident Report – June 13, 2018 at 7pm, Keith received a call from an employee that a patron had yelled at the employee after the patron was asked to stop eating in the Library. Chief of Police advised that he spoke to the patron, Chris Mollett, and that the Library will no longer have trouble with Mr. Mollett. Mr. Mollett has not returned to the library. Chief of Police will do immediate threat training with the employees. A formal written incident report will be provided to the Board. Keith plans to discuss appropriate actions with employees at next staff meeting. Safety of staff was discussed by the Board.
- Library Bills – these are now discussed during the Treasurer's Report
- Utility Report
  - Numbers are higher due to it being a hotter year and more use with special programs.
- Summer Reading Donations
  - \$1,750.00 was raised this year specifically for summer reading program for kids and adults. Prizes for the programs were purchased with these funds.
- Library Statistics
  - Keith is working on a new report to show long term trend in circulation for CHPL.
  - Discussion was had about circulation and program goals for CHPL and the possibility of comparison to other libraries' circulation and program statistics.
  - It was discussed that more adult activities are happening at the library
- Report on June Events
- YS Report
  - Youth programs are growing exponentially.
  - CHPL is getting great feedback from the public with STEAM and Storytime.
  - Sheltered Reality had a low turnout because it was an evening program. They were a last-minute fill in due to a cancellation for the regularly scheduled appointment.
  - Discussion was had about improving attendance for older children.

- Written YS Report was provided to the Board
- July Library Schedule
  - July 10: SRP Program “Yo-Yo Matt” at 2pm
  - July 11: Library Workshops-Decorate Disney Cupcakes 6pm
  - July 12: Tot Time at 10am
  - July 12: Lego Club Regular Meeting at 4pm
  - July 12: Lego Club with the US Army Corps of Engineers at 5pm
  - July 12: Board Game Night at 5pm
  - July 17: Story Time at 9:15 and 4pm—US Army Corps of Engineers
  - July 17: SRP Program “Circus Kaput Magical Sock Hop” at 2pm
  - July 18: 6-8<sup>th</sup> Grade Jr. Book Club at 4pm
  - July 18: YA Book Club at 5pm
  - July 19: Library Workshops—Benefits of Essential Oils at 6pm
  - July 20: Summer Reading Program Awards Party featuring “Fred and his Feathered Friends” plus grand prize giveaway starting at 2pm
  - July 24: Story Time at 9:15am
  - July 24: Library Workshops-American Sign Language at 6m
  - July 31: Story Time at 9:15am
- Clinton County Fair Parade
  - CHPL is participating in the Clinton County Fair Parade and is officially registered. CHPL has candy and promotional items to pass out to promote CHPL and engage the community. Kids have been invited to walk with Library staff. Library will close early for the parade.
- Standing Committee Reports/ Other Reports
  - City Council Liaison
    - Discussion was had about CHPL possibly participating in Carlyle in Bloom
  - Policies and Procedures Committee – no update
  - Friends of CHPL
    - Next meeting – Saturday, July 14, 10am
  - Public Comment - none
- Old Business
  - Building Update
    - Bathroom Door – was fixed by representative from Schlage Lock Company
    - Shades in Maddux Room have been fixed
  - Library Board Re-appointments were approved at June 11, 2018 meeting (Trustees Cox, Luebbers and Woods – 3 year terms)
  - Illinois Public Library Annual Report signed and sent to ISL
    - Frank and Michelle have reviewed and signed
- New Business
  - Library Key (not on agenda)

- Discussion was had regarding the city addressing having a key for all departments in a centralized location in case of emergency
  - Board asked for time to think on this further, not all Library Board members were present at this meeting to discuss
- Additional Staff Member for Library
  - Discussion was had regarding adding a staff member but not increasing the budget or part-time hours. Would like to add someone who is technologically savvy to update computers, etc. because none of the current staff has those skills.
  - There were concerns discussed about staff members losing hours that do not want to have hours cut.
  - It was discussed that there will be an open posting for this position.
- Annual Movie Event for September: “Comic-Con II” featuring “Avengers: Infinity War” Friday, Sept. 21 at 5:00pm
  - Discussion regarding donations for events, collections of comic books have been acquired, looking into different speakers and food options for this event.
- Personnel Committee – none to report/ closed session not needed
- Adjournment
  - **Darren made a motion to adjourn the meeting**
    - **Jane seconded the motion**
    - **All were in favor and the motion passed.**
  - The meeting was adjourned at 9:10pm
  - Next meeting – Monday, August 6, 2018 at 7:00 p.m.

Respectfully Submitted,

Whitney Luebbers, Library Board Member