

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

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, Darren Tracy, Frank Buckingham, Kenny O’Dell, Kim Wilkerson

Absent: Frank Buckingham (excused)

Also Present: Keith Housewright, Library Director

- I. Call to order, Roll Call and introduction of guests
- II. Pledge
- III. Meeting Minutes – May 2, 2016
 - a. Daren made a motion to accept the meeting minutes
 - i. Kim S. seconded the motion
 - ii. All were in favor and the motion passed
- IV. Treasurer’s Report and FNB Statement
 - a. April’s Treasurer’s Report (Final statement for the fiscal year)
 - i. Expense page – the City is paying bills twice per month, now.
 - ii. Our expenditures were 100.4% for the year. The payment of Christi’s vacation days were the main cause for this overage.
 - iii. Jane will provide us a copy of the Treasurer’s report to view.
 - 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
 - i. The expenses this month were \$1284.12 (\$1,296.96 with fees)
- V. Library Bills
 - a. The non-resident fees were \$2226.00; likely due to renewal of library cards happening in May (and the coinciding of the Summer Reading Program)
 - b. Kim S. made a motion to approve the library bills
 - i. Kenny seconded the motion
 - ii. All were in favor and the motion passed
- VI. Statistics
 - a. Statistics are up this month with good attendance with our programs
 - i. Movie Night – 18, Babaloo – 93
 - ii. Story Time – 9
 - iii. Bob Hammel - Civil War – 23
- VII. Operating Reports

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

- a. Programming
 - i. Upcoming Programs
 - 1. Wed, June 1, 8, 15, 22, 29 at 10AM – Storytime
 - 2. Friday, June 3 at 5pm – Movie – The Sandlot
 - 3. Tuesday, June 7 at 2 PM – Steve N’ TV, Interactive Science Fun
 - 4. Friday, June 10 at 5 PM – Movie – Bend It Like Beckham
 - 5. Tuesday, Jun 14 at 2 PM – Fred and his Feathered Friends
 - 6. Thursday, June 16 at 6 PM – Movie – Double Feature: Purple Rain/
Absolute Beginners
 - 7. Friday, June 17 at 5 PM – Movie – The Bad News Bears (1976)
 - 8. Tuesday, June 21 at 2 PM – Yo-Yo Matt
 - 9. Friday, June 24 at 5 PM – Movie – Hoosiers
 - 10. Tuesday, June 28 at 2 PM – Mike Anderson
 - 11. We discussed that movies with PG 13 or R rating require parental guidance (parents must attend with the child who is not of age). We will need to devise a method to prevent under-age children from attending these features.
 - ii. Summer reading program
 - 1. Prizes were discussed
 - 2. We need to make sure that the Maddux room is not double booked during this program
 - iii. Prince/ David Bowie Films/ Promotion
 - 1. Darren will be introducing the movies and has been making sure that the movies are advertised online and around the library.
 - iv. The scholastic book fair was briefly discussed. This should take place during the Clinton County Fair
 - v. A survey was discussed as a method to poll our patrons for desired programming
- b. Utility Report
 - i. Keith mentioned that Christi may have been using a different number to calculate our cost per square foot in the utility reports than the actual square footage of the building.
 - ii. Barb suggested to use the more accurate number in the future and to make a note on the utility report
- c. Staff Meeting

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

- i. Kim S. met with some of the staff. They worked together on the upcoming summer reading programs and developed a policy for book donations. Kim will present this policy at the July board meeting
 - d. First Aid Training
 - i. One of the employees mentioned to Kim S. that First Aid/ CPR training was NOT required by the city. Questions were raised as to what the requirements were as far as this training. Kim S. will be reviewing the job descriptions of the staff.
 - ii. The AED needs to be updated and certain parts replaced
 - iii. The fire extinguisher in the staff room needs to be mounted
 - iv. The staff needs to be made aware of what to do during an emergency or a dangerous situation
 - e. IPLAR Annual report – due in June
 - i. Keith has been getting this together. The president of the Board and the secretary must sign.
 - ii. Annual report to the city – see By-Laws Article II, section 6 – Report of Trustees
- VIII. Standing Committee and Other Reports
 - a. Technology Committee – There are a few electronics that are not functioning properly including the large screen in the teen section and a laptop monitor. Keith will look in to repairs and will contact Safe Mode about the laptop
 - b. Building & Grounds
 - i. Foppe – there is an unpaid invoice in the amount of \$125 for the re-lettering of the exit sign on the driveway.
 - 1. There are 2 accounts which are not consolidated at this point as the Trust is in transition.
 - 2. Jane suggested that we submit it as a late bill to the bank
 - 3. Barb will contact Carolyn at the bank to see if this is possible. If not, we may pay it out of the City savings account for the Library
 - 4. Jane made a motion to pay the Foppe bill of \$125.
 - a. Brenda seconded the motion
 - b. All were in favor and the motion passed
 - ii. Concrete – has not been replaced due to heavy rain over the past few weeks
 - iii. Lawn Sprinkler System – this has not yet been turned on
 - iv. Cabinet Drawers – not received yet
 - v. Bright stars cleaning contract

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

1. There needs to be a Building and Grounds meeting to make a list of things that need to be addressed (incomplete tasks, etc.) which we can submit by certified letter to Bright Stars
- vi. Kitchen drain trap odor
 1. Kim S. has spoken to the staff about running water through the kitchen sink to prevent odor build-up. This needs to be added to our routine maintenance schedule
- vii. We need to review and update the food policy in the Maddux room to include beverages.
- c. Personnel
 - i. Library Director Vacation Policy
 1. The personnel committee met at 5:45 today to discuss the library director vacation policy. Recommendations will be discussed in closed session
 - ii. Cell Phone – Keith needs to contact the City about an allowance for cell phone reimbursement
 - iii. E-mail – We need to communicate with Keith Via the librarian@carlylelake.com address for Board business
 - iv. Business Cards – the current business cards have the incorrect email address as far as FOIA requires. Michelle suggested adding the correct E-mail (librarian@carlylelake.com) to the back of the cards with a sticker or a label.
- d. Budget committee
 - i. The budget committee has revised and updated the budget as of 5-10-16. Changes made included correcting the employee names and increasing their hours to 1000.
 - ii. The staff's hourly wage increase had been incorrectly reported
 - iii. Professional dues and travel expense budgets were increased
 - iv. Brenda made a motion to approve the revised budget
 1. Michelle seconded the motion
 2. All were in favor and the motion passed
- e. Audit Committee (Kim S. and Kim W.) – This is still in process
- f. City Council Liaison
 - i. Brenda complimented the work of the board during the interim between library directors and commended the Trustees for their hard work and dedication
- g. Friends of the Library

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

- i. The next meeting will be on June 11 at 10 AM. Keith will be attending to meet the members of the Friends
 - ii. The Friends would like to have quarterly events at the library
 - h. Other reports – Foppe, Concrete – nothing new
 - i. There was a plant donation
- IX. Public Comment - none
- X. Old Business
 - a. General Dean Video – Labels/ Covers
 - i. Darren has designed labels for the DVDs and DVD covers. A few changes need to be made to the cover, but the artwork looks very promising.
 - b. Update – Carlyle Lake 50th Anniversary
 - i. Kim Hammel would like to know if we would like to participate. We will likely have some events at the library during that time frame that will support the events going on at the Corps
- XI. New Business
 - a. Board Re-appointments 2016-2019: Jane Bullock, Michelle Scott, Kenny O’Dell
 - i. All members would like to continue as Trustees.
 - ii. Nominating Committee (By-Laws, Article IV. Section 2 – Nominating Committee (not appointment; 3 members of the board must volunteer to serve).
 - 1. Darren, Michelle and Kenny have volunteered to be on this committee and will return to the Board in *July* with a slate of recommendations for officers for this year.
 - b. Serving Our Public
 - i. It was suggested that Board members review the information prior to meetings. This may be a more effective method of ensuring that all trustees are properly informed
 - c. Flag Day – June 14
 - i. A Veteran complained that our flag had been tattered during the recent windstorm, so a new one was ordered and donated by Barb Guebert
 - d. July 4 Holiday
 - i. We will be closed on July 4 and the Board will the following Tuesday
 - ii. We will be closing early on the day of the Clinton County Fair Parade (Monday, July 18). We need to note this to the public (papers, facebook, etc).
 - e. Program Advertising & Promotion
 - f. Barb suggested that we invite the Bookmobile to our library to help to promote it. There is already an open-house event planned for this Thursday

Meeting Minutes
Case-Halstead Library Board of Trustees
06 June 2016, 7 PM

- g. Security – Frank, Barb and Kim are in the security system and have their own passcodes. The City and the fire department and the cleaning service also have codes as do Keith and the staff
 - i. The staff should designate their passwords.
- h. Personnel – **Closed**
 - i. Darren made a motion to enter closed session
 - 1. Kim W. seconded the motion and the motion passed
 - 2. **Closed session was entered at 10:15 PM**
 - ii. **Open session was resumed at 10:30 PM**
 - 1. Darren made a motion that we accept the recommendations of the personnel committee offer Keith benefits (effective 6/7/16) in accordance with the recommendations of the personnel committee to the following effect:
 - a. 10 days’ vacation time this fiscal year (5 days of which can be rolled over to the following fiscal year for a maximum of 15 days’ vacation per year)
 - b. No comp time; as a management position, the library director should have flexibility to come in early, leave early, stay late as the case may be when programming and other duties require extended office hours.
 - c. 3 personal days
 - d. Holidays, where the library is closed
 - e. Also that Keith will report any intended or emergency absences.
 - 2. Kenny seconded the motion
 - 3. All were in favor and the motion passed
 - iii. Personnel will meet at a later time to sign a document to the above effect
- i. Litigation – **No need for closed session**
 - 1. Darren made a motion to adjourn
 - 2. Kenny seconded the motion
 - 3. All were in favor and the motion passed. The meeting was adjourned at 10:30 PM

XII. Adjournment. Next Meeting **Tuesday**, July 5, 2016

Respectfully submitted,

Michelle Scott, Secretary