

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
03 April 2017 – 7:00 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, Zack Huels

**Absent:** Kim Wilkerson (**excused**)

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

Call to Order, Roll Call and Introduction of Guests

- I. Pledge
- II. Meeting Minutes – March 6, 2017
  - a. *Jane made a motion to accept the meeting minutes*
    - i. *Darren seconded the motion*
    - ii. *All were in favor and the motion passed*
- III. Treasurer’s Report, FNB Statement and National Bank Account
  - a. Treasurer’s report
    - i. *Darren made a motion to accept the Treasurer’s report*
      1. *Zack seconded the motion*
      2. *All were in favor and the motion passed*
  - b. FNB Statement
  - c. National Bank Account
- IV. Library Bills
  - a. The electric bill was not received this month, but will be in next month’s report and will be paid in this fiscal year.
  - b. Kim S. made a motion to approve the library bills
    - i. Jane seconded the motion
    - ii. All were in favor and the motion passed
- V. Statistics
  - a. The patron count for this month was 3525, which is a significant increase from previous months. Story time attendance has increased and we are now proctoring more exams.
- VI. Library Director’s Report
  - a. Utility Report
    - i. The utility cost per square foot is \$1.23, which is very low and likely due to the seasonable weather.
  - b. Report on March Events
  - c. Programming – Upcoming Events

- i. April 3 – SIUE Wordpress Course 6-9 pm (first half of course)
    - ii. April 5 – SIUE Program – Writing Your Breakout Novel – 7:30
    - iii. April 6 – 5<sup>th</sup> Grade Display at CHPL: Native American Homes - 6:30
    - iv. April 7 – Family Movie Night – “Fantastic Beasts....”
    - v. April 10 – SIUE Wordpress Course 6-9 pm (second half of course)
    - vi. April 19 – SIUE Program – Portrait Photography: The Basics – 7:30
    - vii. April 19 – Setup for book sale
    - viii. April 20 – April 22 – CHPL book sale
    - ix. May 22 – Phil Lenzini will be returning to the library
  - d. American Library Week: April 10-15
  - e. Keith is working on an application for a grant from the Carlyle Rotary Club towards purchasing Mango (language program)
  - f. Summer Reading Program
    - i. Keith has sent out donation requests to local businesses and previous benefactors of the library.
  - g. Update on New Hire
    - i. Three applications have been received, and four other candidates have indicated that they plan to submit further information before the end of this week.
  - h. Review of Library Policies and Procedures
- VII. Standing Committee Reports
  - a. Board Reports
    - i. Personnel Committee
      - 1. Policies and Procedures Affecting Personnel
        - a. New wording on page 20, under I. employment, section D: Employees of Case-Halstead Public Library will have one year from their hire date to attain residency in the City of Carlyle, though discretion by the Library Board can add an additional 60 days if residency is being actively sought by the employee. In no instance can the residency requirement exceed one year and 60 days.
        - b. The board had not previously had a policy in writing, although we had held to the City of Carlyle’s standard that employees must live within City limits. The City does not require part-time workers to adhere to this requirement, but our workers are permanent part-time workers.
        - c. We will need to consider whether we want this policy to apply to all staff, or just higher level staff.
- VIII. Other Reports
  - a. City Council Liaison
    - i. 50<sup>th</sup> Anniversary Lake Update

1. The City will be providing transportation out to the lake from various areas around the area (schools, fairgrounds, car lots, VFW)
  2. 20,000 - 25,000 people are expected to attend
- b. Friends of CHPL
- i. July 21 – 23 – Mango Fundraiser for the Library at CC Food Mart (9-6pm)
  - ii. Spring Book Sale – April 20-22, 2017
  - iii. 50<sup>th</sup> Anniversary Lake Brick Program
- c. Library Calendar
- i. Audit Committee: Nominations by Board
    1. Audit Minutes
      - a. Need to account for the minutes for all of the meetings held by committees and members of the Board.
      - b. Kim Stamps and Michelle Scott volunteered
      - c. We should also review any incident reports that occurred during the last fiscal year.
    2. National Bank Account
    3. Petty cash?
    4. Must be completed by June 1, 2017 for the city and July 1, 2017 for inclusion in IPLAR.
- IX. Public Comment
- a. Tomorrow is our local election. Board members were reminded and encouraged to vote.
- X. Old Business
- a. Cleaning Contract Update
    - i. Steph's Cleaning Service - \$800 per month
    - ii. Nickie's Cleaning - \$1500 per month
    - iii. Building Stars - \$450 per month
      1. Keith recommended that we stay with Building Stars as the cleaning is adequate for relatively low cost. The Board agreed, although we would like to re-evaluate our options next year.
      2. *Darren made a motion that we continue to employ Building Stars as our cleaning company for \$450 per month and to let our previous contract automatically renew.*
        - a. *Kim Stamps seconded the motion.*
        - b. *All were in favor and the motion carried.*
  - b. HVAC warranty expires this month
  - c. Budget Committee
    - i. Budget adjustments as proposed March 8, 2017
      1. 5570 – IT Software +\$200
      2. 5580 – increased to allow for increasing WiFi coverage.
      3. 9250 – Special Programs +\$1,000
      4. Total increase proposed over 2016-17: \$9,320.00 (11% increase)

- a. This does not increase increases in staff hourly wage or the new hire.
    - 5. *Darren made a motion to approve the adjustments in the proposed budget*
      - a. *Jane seconded the motion*
      - b. *All were in favor and the motion carried.*
  - d. Parade Float
    - i. Darren suggests a ‘summer of love’ theme. We need to work on this quickly to be ready in time for this summer’s parade. Darren and Frank will look into a few options.
  - e. By-laws
    - i. 2<sup>nd</sup> reading and adoption
      - 1. *Kim S. made a motion to approve the By-Laws*
        - a. *Darren seconded the motion*
        - b. *All were in favor and the motion carried.*
      - 2. *These should be inserted into the Board of Trustees binders in place of the old by-laws.*
- XI. New Business
  - a. Resolution to comply with the Government Travel Expense Control Act
    - i. This regulates the reimbursement of all travel, meal and entertainment expenses.
    - ii. A resolution copied from a sample provided by the State of Illinois was provided.
    - iii. We will be discussing this with Phil Lenzini and eventually adding this resolution and the associated form to our policies and procedures.
  - b. Legislative Day Handout “Advocacy Tips”
  - c. Reminder: the meeting date in July this year will be July 5, 2017
  - d. Keith purchased a projector and speakers available for the use of our patrons.
  - e. Barb will be finalizing a new standing committee roster.
- XII. Adjournment
  - a. The meeting was adjourned at 8:30 p.m.
  - b. The next meeting will be Monday, May 1, 2017 at 7:00 p.m.

Respectfully Submitted,

Michelle Scott, Secretary