

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
01 May 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, Frank Buckingham, Zach Huels, Kim Wilkerson

**Note:** Darren Tracy gave advance notice of a work commitment and arrived late (at +/- 8:15 PM).

**Absent:** None

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

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – Monday, April 3, 2017
  - a. Jane made a motion to accept the meeting minutes with the addition of the word “include” in X. Old Business, c. Budget Committee, c.i.4.a. – ‘This does not include increases in staff hourly wage or the new hire.
    - i. Kim S. seconded the motion.
    - ii. All were in favor and the motion passed.
- IV. Treasurer’s Report, FNB Statement and National Bank Account
  - a. Treasurer’s report
    - i. Jane and Keith reported that we were approximately (unofficially) at 92% of budget, or about \$11,000 under budget for the last fiscal year.
    - ii. *Kim W. made a motion to accept the Treasurer’s report.*
      1. *Kim S. seconded the motion.*
      2. *All were in favor and the motion passed.*
  - b. FNB Statement – not available at this time, as it usually comes later in the first week of the month.
    - i. Barb mentioned that we should monitor the fees associated with this account (until it is officially closed) despite the lack of activity.
  - c. National Bank Account (Maddux Trust balance) – no activity.
- V. Library Director’s Report
  - a. Library Bills
    - i. Non-resident fees continue to be high (\$324 for April).
    - ii. Keith used excess in the budget to make some end-of-year purchases including books, summer reading program materials, etc.
    - iii. Barb suggested that we have some sort of paper trail to account for line item debits/credits. This would help keep track of donations, etc.

1. We should seek Rita's advice on this matter.
- iv. There is a bill from Fertil-Lawn (5120). We need to compare this to last year's approved bid.
  1. Keith will be looking into getting the redbud tree evaluated.
- v. Frank made a motion to approve the library bills.
  1. Michelle seconded the motion.
  2. All were in favor and the motion passed.
- b. Statistics – Library patron count is up, but we would like to see more young adults using the library. Hopefully, the addition of a youth services librarian will help us to build this patronage.
- c. Utility Report – we are not spending a lot of money on electric or gas right now.
- d. Report on April Events
- e. Programming – Upcoming Events
  - i. First Friday Movie: Disney's "Moana" – May 5 at 6:00 PM
  - ii. SIUE Course – "Secrets of Outdoor Photography" – Wed., May 10, 7:30 PM
  - iii. Phil Lenzini Library Law Day event, Monday, May 22, 9:00 AM
  - iv. SIUE Course – "Small Business Photo and Video Strategies" – Wed. , May 24, 7:30 PM
  - v. Carlyle Book Club "The Commonwealth" – Wed., May 24, 7:00 PM
  - vi. Summer Reading Program (Kids and Adults)
    1. Begins Monday, June 5; Ends Friday, July 21
    2. 6 Programs for Children, Tuesdays, June 6 through July 18 at 2:00 PM
      - a. Week 1 - (June 6) – Mad Science: Fire and Ice
      - b. Week 2 – (June 13) – Rick Rayburn's Summer Reading Concert
      - c. Week 3 – (June 20) – The Rusty Pliers Show
      - d. Week 4 – (June 27) – Mr. Steve: Balloons and Fun
      - e. Week 5 – (July 11) – Sheltered Reality: High Energy Drum Line
      - f. Week 6 – (July 13) – Abra-kid-abra: science show
    3. Weekly SRP Matinee Movie in Maddux Room
      - a. Week 1 – (June 8) – Disney/Pixar's "Toy Story 3" – G rated
      - b. Week 2 – (June 15) – "Sing" – G rated
      - c. Week 3 – (June 22) – "Minions" – PG rated
      - d. Week 4 – (June 29) – Disney/Pixar's "Up" – PG rated
      - e. Week 5 – (July 18) – "Teenage Mutant Ninja Turtles: The Movie" – PG rated
      - f. Week 6 – (July 20) – "Back to the Future" – PG-13 rated
    4. 1 show for adults – TBD
    5. Update on prizes – awarded July 20 at 1:00 PM
      - a. Grand Prizes
        - i. 4 tickets to St. Louis Cardinals Game
        - ii. 4 tickets to Six Flags St. Louis
        - iii. 4 tickets to Missouri Botanical Garden in St. Louis

- b. Weekly Prizes
      - i. Ticket vouchers to Gateway Grizzlies Baseball
      - ii. Coupons for Dairy Queen
    - c. More to be determined.
  - vii. Update on New Hire
 

Keith has one applicant who is a good candidate for this position, but would like a larger pool of applicants before making a decision.

    - 1. Revision of Job Advertisement
      - a. Keith has de-emphasized the preference for a “bachelor’s degree” and the “technology” aspect of the ad, and is focused on seeking applicants that have qualities suited to working with children.
    - 2. Office furniture for the new hire has arrived.
  - viii. Director’s Schedule
    - 1. Keith will be on vacation May 31 – June 8.
    - 2. Any agenda items for the June meeting will be due by Wednesday, May 24.
  - ix. Annual Report to the City of Carlyle due May 31, 2017.
    - 1. The audit committee should have completed their audit of the minutes by this time.
  - x. Addendum: Per Capita Grant
    - 1. We received a per capita grant from the Office of the Secretary of State in the amount of \$2,547.50. However, the payment of these funds may be significantly delayed due to the state budget impasse. We must use these funds before the end of June 30, 2018.
- VI. Standing Committee Reports/ Other reports
  - a. Board Reports – none
    - i. Barb will be out of town May 14-21 and June 8-24.
    - ii. Keith’s one-year anniversary with us is May 25! It’s been a great year!
  - b. City Council Liaison
    - i. 50<sup>th</sup> Anniversary Lake Update
      - 1. Brenda reports that this event is coming together.
      - 2. An estimated 15,000 – 20,000 people are expected.
  - c. Friends of CHPL
    - i. Spring Book Sale – Net profit was \$517.75
    - ii. Friends of the Library Work Day – Sat., May 13, 10:00 AM
  - d. Library Calendar
    - i. The library will be closed on May 29 for Memorial Day.
  - e. Addendum – Judy Smith will be installed as Mayor next Monday at 7:00 PM at the City Council meeting. Board members are encouraged to attend.
- VII. Public Comment – N/A
- VIII. Old Business

- a. Audit Committee – Please meet to complete on time.
- b. Personnel Committee
  - i. Residency Requirement/Policies and Procedures
    1. *Michelle made a motion to approve the Library Policies and Procedures as updated.*
      - a. *Jane seconded the motion.*
      - b. *All were in favor (except for Frank, who was opposed) and the motion passed. (see VIII. b. 4., below)*
    2. We discussed that we should run our changes by Phil Lenzini and the City's risk management company for comment. If the risk management company has another position on this type of policy, it's possible that the City's position might change and provide us with more guidance on our own policy.
    3. There was also discussion about developing policies separate from those of the City of Carlyle, as this requirement can be seen as outdated. As a library district, we would be more apt to extend this policy to the surrounding communities.
    4. *Jane made a motion that the previous motion be approved subject to review by the City's risk management company and Phil Lenzini.*
      - a. *Frank seconded the motion.*
      - b. *All were in favor and the motion passed.*
  - ii. Government Travel Expense Control Act (Proposed)
    1. Monetary totals were added to the document as follows:
      - a. The total maximum for any travel for Library purposes allowed is **\$1600.00 per event**.
      - b. In the event of an emergency or extraordinary circumstance, reimbursement may be approved over the **\$1600.00** maximum reimbursement limit if approved by a majority of the Board at a properly noticed and regularly scheduled board meeting subject to a roll call vote.
      - c. There was an addendum made to 5. Procedure for Reimbursement: No expenses shall be reimbursed without a reimbursement request form (as included here) that is completely filled out with receipts, including reservations and confirmation numbers if applicable, or estimates for **expenditures less than \$25** attached.
        - i. *Michelle made a motion to approve this resolution with the changes (in bold).*
          1. *Kim W. seconded the motion.*
          2. *All were in favor and the motion passed.*
- c. Clinton County Fair Parade Float (July 14) –We discussed having the kids in the Summer Reading Program design shirts or personalize shirts and invite them to walk in the

parade. Frank volunteered to drive his DeLorean in the parade (which will coordinate with the showing of “Back to the Future”).

- i. We need to contact the parade committee to enter our ‘unit’.
- ii. The library closes early that day (5:00 PM).

IX. New Business

- a. Library Advocacy – President Trump has proposed budget cuts to several departments, including the elimination of all federal funding to the Institute of Museum & Library Services. Keith provided a flyer with suggestions to take action on this matter.
- b. Serving Our Public – N/A

X. Adjournment

- a. The meeting was adjourned at 9:05 PM.
- b. The next meeting will be Monday, June 5, 2017 at 7:00 PM.

Respectfully Submitted,  
Michelle Scott, Secretary