Meeting Minutes

Case-Halstead Public Library Board of Trustees

05 June 2017

**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, Zack Huels, Kim Wilkerson

**Absent:** Darren Tracy (excused), Keith Housewright, Library Director(excused)

**Also Present: N/A**

1. Call to Order, Roll Call and Introduction of Guests

a. The meeting was called to order at 7:02

1. Pledge
2. Meeting Minutes – Monday, May 1, 2017

*a. Frank made a motion to accept the meeting minutes.*

* + 1. *Jane seconded the motion*
    2. *All were in favor and the motion passed*

1. Treasurer’s Report, FNB Statement and National Bank Account
   1. Treasurer’s report
      1. We came in below budget for 2016-2017 at 93.1% at the close of the fiscal year.
      2. *Michelle made a motion to accept the Treasurer’s report*
         1. *Zack seconded the motion*
         2. *All were in favor and the motion passed*
   2. FNB Statement - Minimal activity (interest only)
   3. National Bank Account (Maddux Trust balance) – Minimal activity (interest only)
2. Library Director’s Report (*submitted by Keith)*
   1. Library Bills – Income report will be available at the July 2017 Board meeting.
      1. 5330 - $75.00 for consult with Phil Lenzini on residency and hiring
      2. 5530 - $175.00 for a Carlyle Lake 50th Anniversary print ad in the *Union Banner*
      3. *Frank made a motion to approve the Library Director’s report including library bills, which had already been paid.*
         1. *Jane seconded the motion.*
         2. *All were in favor and the motion passed.*
   2. Statistics –
      1. “Moana” (May 5 movie) was well attended – 29 in attendance.
      2. SIUE course (May 10) – Outdoor Photography – 12 attendees.
      3. Phil Lenzini Law Day – 49 library directors with great discussion. Most of the participants ate lunch in town.
      4. May Book Club – 13 attendees.
   3. There was a print ad in the newspaper about “summer library cards.” This is incorrect. According to Phil Lenzini, patrons MUST pay a single annual fee. We need to revisit our policies on allowing patrons to pay in monthly installments as needed. We can further discuss fee structure at the July meeting.
   4. Kim W. asked about our inventory process. We will check with Keith as to how he maintains or plans to maintain inventory.
   5. Utility Report – Still satisfactory.
   6. Programming – Upcoming Events
      1. Summer Reading Program (Kids and Adults)
         1. Begins Monday, June 5; ends Friday, July 21 – Sign-ups June 3, 9a-2p.
         2. Six programs for children: Tuesdays – June 6 through July 18 at 2pm.
            1. Week 1 - (June 6) – “Mad Science: Fire and Ice”
            2. Week 2 – (June 13) – “Rick Rayburn’s Summer Reading Concert”
            3. Week 3 – (June 20) – “The Rusty Pliers Show”
            4. Week 4 – (June 27) – “Mr. Steve: Balloons and Fun”
            5. Week 5 – (July 11) – Sheltered Reality: High Energy Drum Line
            6. Week 6 – (July 13) – Abra-kid-abra: science show
         3. Weekly SRP Matinee Movie in Maddux Room.
            1. Week 1 – (June 8) – Disney/Pixar’s “Toy Story 3” – G rated
            2. Week 2 – (June 15) – Disney’s “Sing” – G rated
            3. Week 3 – (June 22) – “Minions” – PG rated
            4. Week 4 – (June 29) – Disney/Pixar’s “Up” – PG rated
            5. Week 5 – (July 18) – “Teenage Mutant Ninja Turtles: The Movie” – PG rated
            6. Week 6 – (July 20) – “Back to the Future” – PG-13 rated
         4. Adult summer reading program event TBA.
         5. Board members, Friends and library employees are covering for Keith during his vacation absence.
      2. Kim S. mentioned that our website needs to be updated to include the summer reading program and other information including complete information about the participation in the parade. Keith should look into this.
      3. New Hire – Melannie Stahlhuth – Youth Services Assistant (Children’s Librarian)
         1. Start date May 30. Melanie will spend 3 weeks training, primarily in the day-to-day functions of the front desk, and will also participate in the Summer Reading Program.
         2. Will attend training at Illinois Heartland System on the Polaris system.
         3. We are working on finding a lock for the door to her office space.
            1. Michelle mentioned that perhaps we should look into a magnetic lock if the locksmith is unable to fabricate an affordable solution.
            2. We should designate one of the library laptops for her use.
         4. Melannie has good knowledge of library programming and Keith appreciates her attitude and was impressed by her references.
         5. She will be officially introduced to the Board at the July meeting.
      4. Annual Report to the City of Carlyle was turned in to the City on May 16 (ahead of the May 30 deadline).
      5. Barb provided an edited ‘Resolution to Comply with the Local Government Travel Expense and Control Act’ which seems more appropriately tailored to our library and
         1. *Michelle made a motion to approve the revised resolution.*
            1. *Kim W. seconded the motion.*
            2. *All were in favor and the motion passed.*
3. Standing Committee Reports/ Other reports
   1. Phil Lenzini Event – See Library Directror’s report above.
   2. Building and Grounds
      1. Barb mentioned a concern that we need to make sure that our routine maintenance is being taken care of. For example, changing filters in the HVAC system, determining whether there is a filter in the water fountain that may need changed, doing some basic maintenance on the roof to keep the gutters clear.
      2. Christi had compiled a maintenance schedule. Frank will work with Keith and with the City regarding maintenance they can help us with. We may need to provide them with a maintenance schedule of some sort.
         1. The east side of the electronic sign is not currently working. Frank offered to check on it in Keith’s absence.
      3. Frank will also check into the computer maintenance schedule.

c. City Council Liaison - 50th Anniversary Lake Update

d. Friends of CHPL

i. Next meeting – Sat., June 17, at 10 am (note the change to the 3rd Saturday this month.)

ii. Mango Fundraiser – July 21, 22, 23. Board members are asked to try to reserve a day or

periods of time to help with this event. The Carlyle Rotary Club will also be helping.

e. Library Calendar –

i. IPLAR Due: June 30, 2017

ii. Audit Committee - Kim S. and Michelle S.

iii. We have electronic copies of all the Board Minutes, but we need to make sure that we have

hard copies of all committee meeting minutes.

* + 1. Financial Audit – We need to ensure that we have an adequate, accessible and readable paper trail, perhaps something electronic to track receipts, etc.
    2. Flag Day (June 14)

1. Public Comment – N/A
2. Old Business
   1. Policies and Procedures
      1. Were adopted March 6. We need to re-evaluate the section on residency requirements and how that applies to our current and recently hired employees.
   2. Government Travel Expense Control Act & Revised Resolution was distributed.
   3. Youth Services Office – nearing completion.
   4. Clinton County Fair – Parade Float
      1. Frank is still planning to provide his DeLorean.
      2. We have bags that can carry candy to hand out.
      3. Keith was planning on acquiring a banner. We have a pole that can be used for this purpose.
      4. We need to check with Keith and see if the shirts are still going to be a project for the kids to work on and wear in the parade.
3. New Business

a. Proposed New Foppe Work –

i. We no longer have vending and need to change the signs.

ii. Foyer Glass – excited or distracted patrons tend to run into the glass in the foyer.

iii. Barb will look into an estimate and further ideas for these projects.

b. Youth Services office - We have a previously approved a bill of $1,575.36 from Egyptian for furnishings

in the Youth Services office area and need to pay the bill.

* + 1. *Jane made a motion that we pay this bill out of the Maddux Trust.*
       1. *Kim seconded the motion.*
       2. *All were in favor and the motion passed*.

c. Landscape – Tree and Shrub Replacement

i. Diversified estimates $475 - $525 to replace our red bud tree, 4 nandinas, and a pyramid

boxwood.

ii. Barb thought that maybe we could purchase these replacements ourselves and use labor

from the City’s Parks Department to install these plants.

iii. Keith has contacted the Parks Department with an inquiry about where they purchase

their trees to see if we can find a more affordable option.

d. Building Improvements

i. West Patio Shade Awning – Our trees are immature and will not provide shade for quite

some time. We need to look into affordable options that could both complement the

design of our library and provide shade for patrons during outdoor programs.

ii. Kim W. suggested having an architecture student or class address the problem with

creative solutions.

iii. Cover on West Patio Entry – We discussed considering having some type of glass installed

(similar to the main entrance) to cover the steel trellis and protect patrons from rain as they

use the West entrance.

e. Eckstein Case Birthday (July 9, 1858)

i. Barb suggested a floral arrangement or small display in recognition of Eckstein Case’s

birthday.

f. Nominating Committee – Michelle and Kim S. volunteered for this committee.

g. Reappointment of Board Members

i. Darren, Brenda and Frank would like to continue as members of the Board and Mayor Judy

Smith will be asked to renew their appointments.

h. **Closed Session – Personnel**

**i. *Jane made a motion to go into closed session.***

***ii. Brenda seconded the motion.***

***iii. All were in favor and the motion passed.***

**iv. Closed session was entered at 8:30.**

**v. Open session resumed at 9:45.**

i. There was no action regarding the Closed Session.

j. Serving Our Public

i. Chapter 4 – “Facilities” – Board members were asked to review this chapter.

1. Adjournment
   1. The meeting adjourned at 9:45 pm.
      1. The next meeting will be **Wednesday, July 5**, 2017, at 7:00 pm. (Date changed from normal meeting schedule due to the Independence Day Holiday)

Respectfully Submitted,

Michelle Scott, Secretary