

Meeting Minutes
Case-Halstead Public Library Board of Trustees
03 January 2018

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

Board Members Present: Frank Buckingham – President, Darren Tracy – Vice President, Jane Bullock – Treasurer, Barb Guebert, Zach Huels, Whitney Luebbers

Absent: Brenda Johnson (excused), Chris Cox (excused)

Also Present: Keith Housewright, Library Director

- Call to Order, Roll Call and Introduction of Guests
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- Pledge
- Meeting Minutes – Jan. 3, 2018
 - Jane made a motion to accept the meeting minutes with a correction: at the end of the minutes, change the next meeting to "Wednesday" Jan. 3rd.
 - Darren seconded the motion
 - All were in favor and the motion passed
- Treasurer's Report, FNB Statement and National Bank Account: Annual Percentage Yield: 0.15%.
 - Treasurer's report
 - 59% of the fiscal year has elapsed, but only 57% of the budget has been used.
 - Barb made a motion to accept the Treasurer's report
 - Darren seconded the motion
 - All were in favor and the motion passed
 - FNB Statement
 - National Bank Account
- Library Bills were reported. A bill of \$175 was paid to SafeMode Computers for repair of a laptop.
- The Library director reported library Statistics. Attendance was good for the "12 Days of Christmas" programs.
- Library Director's Report
 - Report on 12 Days of Christmas events, Sounds of Harmony event.
 - Family Movie Night, Story Time at CHPL and at BCMW/Outreach, Proctored Exams, Scholastic book sale, Food for Fines,
 - Utility Report: December 2017 less than 2016 and 2014, and about the same as 2015.
 - Charter Internet Service – City Phone Service: installation expected soon.

- Programming – Upcoming Events
 - Jan. 5, Family Movie Night: "The Emoji Movie"
 - Jan. 6, CHPL and the Army corps presents "the owls of Illinois"
 - Jan. 23, MANGO Night at the Library
 - Feb. 3, CHPL and Army Corps present Eagle Day
 - Refer to CHPL website for additional events
- Max 96.7 update and Youth Services Reports were also given. The Board discussed the Youth programs. Next year's plans include work with STEM students and programs, 3D printer use, creating a MAKERSPACE for young patrons, launching the MANGO foreign language program. Possible programs include a Teen Advisory Board, a young-adult book club, after-school clubs, Anti-bullying campaign, gaming tournament, job interviewing resources for high schoolers, teen volunteers and a newsletter to go to families.
- The Scholastic Book Fair did well at over \$620 so far, but a bit less than last year's total of \$890.
- Food for Fines had forgiven \$85 so far, and collected 157 items, (vs. 2016: \$58 forgiven, 116 items collected.)
- Reprints of newspaper articles from the local newspapers included 7 pages about the past month's activities
- A report of the early progress of the MANGO program shows 140 total sessions, with numbers for individual languages shown as well.
- Barb suggested a program on Organ Donation.
- Standing Committee Reports
 - Budget/Finance Committee – CHPL annual budget: begin preparing next month.
 - Building and Grounds committee
 - Technology Committee
 - Personnel Committee
- Other Reports
 - Friends of the Library: Next meeting Jan. 13th at 10 AM.
- Public Comment (none)
- Old Business
 - 2018 Board of Trustees Meeting Schedule was discussed. Motion to approve by Barb, seconded by Darren. Vote: approved by all.
 - Annual Library Certification: Keith submitted per capita certification form to State of Illinois. A check from the State is expected in January.
- New Business (Personnel Committee -closed session not needed.
 - Annual informal Board dinner was discussed. Darren suggested Rail in Centralia and will check into dates/availability. Recent former board members to be invited.
- Adjournment
 - The meeting was adjourned at 8:28pm, motion by Darren, Seconded by Jane

- The next meeting will be Monday, February 5, 7:00 PM

Respectfully Submitted,
Frank Buckingham, Board President