

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
05 Mar 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, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Whitney Luebbers, Chris Cox

**Absent:** Keith Housewright (excused), Zach Huels (excused)

**Also Present:**

- I. Call to Order, Roll Call and Introduction of Guests
  - a. The meeting was called to order at 7:00 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – February 5, 2018 Meeting
  - a. Chris made a motion to accept the meeting minutes
    - i. Darren seconded the motion
    - ii. All were in favor and the motion passed
- IV. Treasurer’s Report and FNB Statement
  - a. Treasurer’s report
    - i. Michelle made a motion to accept the Treasurer’s report
      1. Chis seconded the motion
      2. All were in favor and the motion passed
  - b. FNB Statement
  - c. National Bank Account
- V. Library Director’s Report- in writing
  - i. Revenue – 10 non-residents subscribed or re-subscribed to the library
  - ii. Expenditures – Unusually cold weather and extensive use of the building was the cause of a higher than normal electric bill. (There were 16 meetings in the Maddux room in Jan and early February).
    1. We have paid our current bill to Tin Cans.
    2. Our internet speeds with Charter are proving to be a good asset to our library and our patrons are enjoying the increased access.
  - iii. Circulation Statistics – overall youth numbers have increased from last year
    1. Family Movie Night continues to be successful
    2. 314 patrons visited for Native American Homes night.
    3. Chelsey’s story time numbers continue to grow
    4. The Lego Club/ STEM program drew 27 people to the first event
  - iv. Local News Coverage
    1. Library notes columns (Union-Banner and Breese Journal)

2. The library accepted a donation of \$5000 from the Carlyle Rotary Club to purchase the Mango Languages Program
          - a. CHPL now owns the Mango program for the life of the current software (10-12 years)
        3. All were in favor and the motion passed
      - b. March Library Schedule
        - i. March 8 at 4pm – Lego club
        - ii. March 10 at 10am – Friends of the Case-Halstead Public Library
        - iii. March 13 at 9:15 and 5pm – Special story time, “Get to Know Your Community” with a Carlyle Firefighter
        - iv. March 14 – CHPL STEM Program session 5-7pm: “How to Trap a Leprechaun”
- VI. Standing Committee Reports/ Other Reports
  - a. City Council Liaison
    - i. There was some discussion on budget.
    - ii. Brenda is a huge asset to our board and we would like to express our gratitude for her service.
  - b. Friends of CHPL
    - i. Next meeting – Saturday, March 10 at 10am
  - c. Public Comment
- VII. Old Business
  - a. Holiday/ CHPL recognition party – there was discussion about having our Board “holiday” party on March 19
  - b. Policies and Procedures Review – no current update
  - c. Budget Committee Update – no current update
- VIII. New Business
  - a. Library Board vacancy – several good candidates were discussed, and Frank will be recommending one candidate to the mayor.
  - b. Personnel Committee – Closed session – No closed session was needed. Nothing to report
- IX. Trustee Continuing Education
  - a. Active Shooter (we will watch a short video in April)
- X. Adjournment
  - a. Darren made a motion to adjourn the meeting
    - i. Michelle seconded the motion
  - b. The meeting was adjourned at 8:25
  - c. The next meeting will be on Monday, April 2, 2018 at 7:00 PM

Respectfully Submitted,

Michelle Scott, Secretary