Meeting Minutes

Case-Halstead Public Library Board of Trustees

04 June 2018

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

**Board Members Present:**  Frank Buckingham – President, Darren Tracy – Vice President, Michelle Scott – Secretary, Zack Huels, Whitney Luebbers, Jane Bullock, Keith Housewright

**Absent:** Brenda Johnson (excused), Chris Cox (excused), Tara Woods (excused)

**Also Present:** Chelsea – YS Director

1. Call to Order, Roll Call and Introduction of Guests
   1. The meeting was called to order at 7:00 PM
2. Pledge of Allegiance
3. Meeting Minutes – May – approval tabled until next month (hard copy not provided this month, although a digital copy was sent to each board member)
4. Treasurer’s Report and FNB Statement
   1. Treasurer’s report
      * 1. Discussion was had about how the Treasurer’s Report should be conducted (with regard to library bills). The income and Expenditures sheet that is provided at each board meeting summarizes the bills that have been received and paid by the library and is reviewed by the Treasurer, the Director, and the City.
        2. We spent 97.6% of our budget in the 2017-2018 fiscal year
      1. Bank Statements
         1. FNB Statement and National Bank Account
         2. The only changes to two accounts were interest that was added
      2. **Darren made a motion to accept the Treasurer’s report and to pay any outstanding bills**
         1. **Zack seconded the motion**
         2. **All were in favor and the motion passed.**
5. Library Director’s Report
   1. Library Bills – will be listed from now on under the Treasurer’s Report
   2. Utility Report
      1. Utilities are as expected for the recent weather and this time of year
   3. Library Statistics
      1. Story time continues to be popular and specific new events (eg – Tinker Tuesday) have increased attendance for various age groups
      2. The Nintendo Switch MarioKart tournament was very successful and events such as these are getting kids into the library.
   4. Report on May Events
   5. YS Report
      1. May 2 – Storytime training with a professional storyteller. Chelsea learned how to improve storytelling skills
      2. Summer Reading Program – Kickoff party went very well. The theme was “Reading Takes You Everywhere”. Over 100 people were in attendance
         1. Chelsea mentioned perhaps having block party to celebrate next year
         2. Sponsor lists are being posted during this event
         3. Youth attendance to events has increased from about 110 kids in October 2017 to over 300 attending most months!
   6. June Library Schedule:
      1. Monday, June 4th “Maker Monday STEM program” – at 4:00
      2. Tuesday, June 4th Story Time – 9:15 p.m.
      3. Tuesday, June 5th “Mr. Saxophone” at 2:00
      4. Tuesday, June 5th – Tinker Tuesday STEM Program – 4:00
      5. Thursday, June 7th – Tot Time – 10a
      6. Monday, June 11 – My Doll and I Beach Party – 5:00
      7. Tuesday, June 12 – Community Story Time with Fair Queen Sara Lopeker – 9:15a and 4p
      8. Tuesday June 12th “Mad Science – Up, Up and Away! – STEM event at 2:00
      9. Tuesday, June 12th – Canvas Art (ages 10 and up) – 5:00
      10. Wednesday, June 13 – Gaming Night – 5:00
      11. Thursday, June 14 – Lego Club STEM program – 4:00
      12. Saturday, June 16 – Monsters in Literature Workshop (adults) – 1p
      13. Tuesday, June 19th – Community Story Time with Cayce Jondro, Max 96.7 – 9:15a, 4p
      14. Tuesday, June 19th – SRP – “Sheltered Reality Drumline” – SRP
      15. Tuesday June 19th: “Sheltered Reality Drumline” at 6:00
      16. Wednesday, June 20 – Jr. Book Club and YA Book Club – 4p and 5p
      17. Wednesday, June 20 – Tot Time – 6:00
      18. Thursday, June 21 – “PJs at the Library” – 6:00
      19. Monday, June 25 – “Cupcake Wars” – 6:00
      20. Tuesday, June 26 – Special Story Time with CJHS Bookmobile – 9:15 and 4p
      21. Tuesday June 26th: “Fred’s Feathered Friends: Exotic Parrot Show” at 2:00
      22. Tuesday, June 26th – “Recycled Robot” – STEM program – 4:00
      23. Wednesday, June 27 – Pendant Necklace Workshop – 2:00
      24. Wednesday, June 27 - YA Advisory Board Informational Meeting – 5:00
      25. Wednesday, June 27 – Carlyle Book Club – “The Joy Luck Club” – by Amy Tan
      26. Thursday, June 28 – Robotics Night STEM program – 5p
   7. Chelsea has done an excellent job and we should look into expanding her position in the future.
6. Standing Committee Reports/ Other Reports
   1. Policies and Procedures Committee – no update
   2. City Council Liaison – no update this week (excused absence)
   3. Friends of CHPL
      1. Next meeting – Saturday, June 9, 10am
      2. Outdoor Clean-up after meeting on May 12
      3. Book Sale Report – final - $876.00
   4. Public Comment - none
7. Old Business
   1. Building Update
      1. Bathroom Door – we are working on obtaining a working lock for the door
      2. Shades in Maddux Room (Signature Craft)
   2. Library Board Re-appointments letter to the Mayor (Trustees Cox, Luebbers and Woods)
   3. Vonnahme Donations to the FNB account - $595.00
8. New Business
   1. Upcoming Adult Special Event Days
      1. Pasta Workshop for Adults – Wednesday, July 11 at 6pm
      2. Disney Cupcake Decorating Workshop – Saturday, August 18 at 1pm
      3. “Fritz Klein as Abe Lincoln” – Illinois Bicentennial Event, Thursday Oct 4 at 6pm
         1. Illinois Bicentennial Commission Endorsement
            1. Bob Hammel
            2. Mayor Judy Smith
      4. “Law Day with Phil Lenzini” – Friday, October 26, 9am
   2. Illinois Public Library Annual Report to the Secretary of State’s Office – Signatures
   3. Personnel Committee – none to report/ closed session not needed
   4. Comic Con – Darren is going to looking into this
9. Adjournment
   * 1. **Darren made a motion to adjourn the meeting** 
        1. **Whitney seconded the motion**
        2. **All were in favor and the motion passed.**
   1. The meeting was adjourned at 7:55pm
   2. Next meeting – **Tuesday**, July 10, 2018 at 7:00 p.m.

Respectfully Submitted,

Michelle Scott, Secretary