

Meeting Minutes
Case-Halstead Public Library Board of Trustees
06 Aug 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, Zack Huels, Brenda Johnson (city liaison), Tara Woods, Chris Cox

Absent: Whitney Luebbers (excused)

Also Present: Keith Housewright (Library Director)

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7:02 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – May, June and July provided, although only July needs approval.
 - a. **Jane 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. Bank Statements
 1. FNB Statement and National Bank Account
 2. The only changes to two accounts were interest that was added (\$3.76)
 - b. Library Bills
 - i. Income and Expenditures
 1. The TEI Landmark Audio fee refers to our leased audiobooks (this keeps our selection fresh).
 2. IHLS fees – this bill represents our yearly fees for these services
 - ii. **Michelle 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.**
- V. Library Director’s Report
 - a. Utility Report
 - i. Our utility bill for this month was increased over last year, but this coincides with a heat wave.
 - b. Library Statistics – unremarkable
 - c. Braille and Talking Book Program – Keith discussed this program where veterans who have difficulty reading regular print have access to alternative methods of ‘reading’. They can apply at the library

- d. Electric car charger
 - i. There was discussion about location, and the expense of running wire under the parking lot. Frank wondered if we could route the electricity directly from the box near the alley
 - ii. Sept 8-16 – National Drive Electric Week. We are listed on the national website and will be having an event on Sept 8 in support of electric vehicles
- e. Report on July Events
- f. YS Report – a report was provided
- g. August Library Schedule
 - i. Aug 7 – 9:15a – Story Time
 - ii. Aug 8 – 6pm – Disney Cupcake Decorating
 - iii. Aug 9 – 4pm – Lego Club
 - iv. Aug 9 – 10am – Tot Time
 - v. Aug 13 – 4pm – Maker Monday
 - vi. Aug 14 – 9:15 – Story Time
 - vii. Aug 14 – 4pm – Tinker Tuesday
 - viii. Aug 18 – 1pm – Pasta Fun
 - ix. Aug 21 – 9:15 – Story Time
 - x. Aug 21 – 4pm – My Doll and Me Back to School Party
 - xi. Aug 21 – 6pm – Mastering your apple watch
 - xii. Aug 22 – 4pm – Jr. Book club
 - xiii. Aug 22 – 5pm – YA Book Club
 - xiv. Aug 23 – 5pm – Nintendo Switch Gaming
 - xv. Aug 28 – 9:15am – Story Time
 - xvi. Aug 28 – 5pm – Youth Advisory Board Meeting
 - xvii. Keith is working on bringing in more how-to workshops, especially those that involve technology
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison
 - b. Friends of CHPL
 - i. The Friends have purchased tables, a cart to move the tables and a stepladder for CHPL
 - ii. Art Show – Oct 5, 6 2018 (had been in August previously, but October seemed more accessible)
 - 1. There was discussion about the provision of wine and cheese for this event. Our policies and procedures indicate that alcohol is restricted from the Maddux room. There was discussion that in a library sponsored event, alcohol should be allowed.
 - a. Keith will check with the city with liability questions and the board will discuss if needed at the next meeting
 - 2. There was further discussion that one of the nights of the event will be alcohol-free and will cater to younger (high school) artists, etc.

- iii. Next meeting – Saturday, Aug 11, 10am
- c. Policies and Procedures
 - i. The committee is working together through Google Docs to update our policies
 - 1. Youth Library cards
 - 2. Maddux room
 - 3. Library succession policy
 - d. Public Comment - none
- VII. Old Business
 - a. Patron ban letter – Keith has been working with Chief Pingsterhaus regarding an unruly patron who has been banned from the library for one year
 - b. Note – our panic ‘button’ has been tested and is effective, but may need to be re-located for ease of use
- VIII. New Business
 - a. Election of Board of Trustee Officers for 2018 – 2019. All officers agreed to serve another term.
 - i. President – Frank Buckingham
 - ii. Vice President – Darren Tracy
 - iii. Treasurer – Jane Bullock
 - iv. Secretary – Michelle Scott
 - v. **Chris made a motion to re-nominate the current slate of officers for the new term**
 - 1. **Brenda seconded the motion**
 - 2. **All were in favor and the motion passed**
 - vi. Committees will stay the same
 - b. Bike Planter at library
 - i. Carlyle in Bloom – based off of America in Bloom is devoted to enhancing communities with color and foliage and beautification.
 - ii. The bicycle decorating contest (54 official entries) raised a lot of money
 - iii. There will be a fall contest as well
 - iv. Keith plans to put together a display for the library, potentially with youth involvement
 - c. Personnel Committee – no session needed
- IX. Adjournment
 - i. **Darren made a motion to adjourn the meeting**
 - 1. **Chris seconded the motion**
 - 2. **All were in favor and the motion passed.**
 - b. The meeting was adjourned at 8:18pm
 - c. Next meeting – **Tuesday**, September 4, 2018 at 7:00 p.m.

Respectfully Submitted,

Michelle Scott, Secretary