

Meeting Minutes
Case-Halstead Public Library Board of Trustees
07 May 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 (arrived at 7:10), Brenda Johnson – City Liaison, Whitney Luebbers, Chris Cox, Keith Housewright, Tara Woods

Absent: Zack Huels (excused)

Also Present:

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7:03 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – April 2, 2018
 - i. Darren made a motion to accept the minutes*
 - 1. Chris seconded the motion*
 - 2. All were in favor and the motion passed*
- IV. Treasurer’s Report and FNB Statement
 - a. Treasurer’s report was made by Jane
 - i. Jane discussed the March statements as she was not present at the April 2, 2018 meeting
 - ii. Bank Statements
 1. FNB Statement and National Bank Account
 2. The only changes to two accounts were interest that was added
- V. Library Director’s Report
 - a. Library Bills
 - i. Income -
 - ii. Expenditures
 - iii. Chris questioned the donation line 20-3831 on the City of Carlyle Library Fund which indicated an amount of \$1000. This will be looked into further by Keith in order to make sure that we are properly documenting donations made to our library.
 - iv. Chris made a motion to accept the library bills as presented*
 - 1. Brenda seconded the motion*
 - 2. All were in favor and the motion passed.*
 - b. Utility Report
 - i. Utilities are as expected for the recent weather and this time of year
 - c. Library Statistics

- i. Line 9250 (special programs) designates funds that were spent purchasing items to supplement the growth of our youth services program and also to pre-pay for the summer reading programs
 - ii. Line 5490 - Keith purchased an upgrade for our electronic outdoor sign that will allow library staff to modify the sign from personal computers or phones.
- d. Report on April Events
 - i. Cardinal's Author visit was well attended
 - ii. Carlyle Book Club continues to have good attendance
 - iii. Story Time with the Mayor and Police went very well
- e. Vonnahme donations
 - i. The library received \$595 in the memory of past board member and longtime Carlyle resident, Mimi Vonnahme. This money will be placed into our National Bank account
 - ii. The Vonnahme family sent a letter of thanks to the library for our contributions to her funeral/ celebration of life.
 - iii. Mr. Mark Vonnahme also mentioned an idea of making a sustainable gift to the library in memory of his mother.
- f. Tax District Certification
 - i. Our new property tax levy rate is 0.07625
- g. Per Capita Grant
 - i. Our FY2018 Illinois Public Library Per Capita Grant has been awarded in the amount of \$4,101.25, however, the funds may be significantly delayed
- h. YS Report
 - i. Chelsea provided a report of all of the youth programs and the number of attendees from April.
 - ii. The board received copies of several newspaper clippings with articles relating to our library.
- i. May Library Schedule:
 - i. Story Time every Tuesday at 9:15am
 - ii. Saturday, May 5 "Carlyle: Our Town through the eyes of an Artist" at 12pm
 - iii. Monday, May 7 "Maker Monday: STEM Makerspace activities (10 and up)" at 4pm
 - iv. Tuesday, May 8 "Tinker Tuesday: STEM activities (ages 2-9) at 4pm
 - v. Wednesday, May 9 "Earring Workshop" Making jewelry (ages 10 and up)" at 5:30pm
 - vi. Thursday, May 10 "Lego Club" at 4pm
 - vii. Saturday, May 12 "Library Workshop: In-Camera Magic – Digital Cameras" at 12pm
 - viii. Monday, May 14 – "My Doll and Me Tea Party" at 4pm
 - ix. Tuesday, May 15 "Tot Time" at 6pm
 - x. Wednesday, May 16 "Junior Book Club (6-8th grade) at 4pm
 - xi. Wednesday, May 16 – "YA Book Club (High School) at 5pm

- xii. Thursday, May 17: “Gaming Night: Nintendo Switch” at 5pm
 - xiii. Monday, May 21: “Maker Monday” at 4pm
 - xiv. Tuesday, May 22: “Library Workshop: Drawing Celtic Knot Work Borders” at 6pm
 - xv. Tuesday, May 22: “Tinker Tuesday” at 4pm
 - xvi. Wednesday, May 23: Carlyle Book Club, “Where’d you go Bernadette” at 7pm
 - xvii. Thursday, May 24: “Robotics Night” at 4pm
 - xviii. Thursday, May 31: “Gaming Night: Mario Cart – at 5pm
 - xix. Saturday, June 2: “Summer Reading Program Kick-off Party” at 12pm
 - xx. Tuesday June 5th “Mr. Saxophone” at 2:00
 - xxi. Tuesday June 12th “Mad Science” at 2:00
 - xxii. Tuesday June 19th: “Sheltered Reality Drumline” at 6:00
 - xxiii. Tuesday June 26th: “Fred’s Feathered Friends: Exotic Parrot Show” at 2:00
 - xxiv. Tuesday July 10th: “YoYo Matt” at 2:00
 - xxv. Tuesday July 17th: “Circus Kaput: Professor Leland’s Magical Sock Hop” at 2:00
 - xxvi. Friday July 20th: AWARDS PARTY at 2:00
- j. 2018 Parks Department Summer Camp Schedule includes a STEM Summer Camp program which the Parks department will put on in conjunction with the library. Attendees will register and pay for this parks program through the Parks Department, and the library will assist with some staff, supplies and space.
- VI. Standing Committee Reports/ Other Reports
- a. Policies and Procedures Committee – plans to meet soon
 - b. City Council Liaison
 - c. Friends of CHPL
 - i. Next meeting – Saturday, May 12, 10am
 - ii. Outdoor Clean-up after meeting on May 12
 - iii. Book Sale Report – this book sale was the most successful one to date, generating \$876. Keith attributes the success partially to an extended indoor sale (leaving the books out for an additional week), and an effective presentation.
 - d. Public Comment
- VII. Old Business
- a. Library Budget Update – Brenda indicated that the budget is get
 - b. Library Contact Information Sheet updated
 - c. Library Board Re-appointments (Mr. Cox, Ms. Luebbers, Ms. Woods)
 - i. Frank will send a letter to the mayor
- VIII. New Business
- a. Building Report
 - i. The family bathroom has been designated out of order until the locking mechanism on the handle has been repaired or replaced. Currently, the door does not reliably lock from the inside.
 - b. Upcoming Special Event: “Law Day With Phil Lenzini” – Friday, Oct 26 at 9am

- c. Personnel Committee – none to report/ closed session not 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 8:55pm
 - c. Next meeting – Monday, June 4, 2018 at 7:00 pm

Respectfully Submitted,

Michelle Scott, Secretary