

Meeting Minutes
Case-Halstead Public Library Board of Trustees
03 December 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, Chris Cox, Brenda Johnson, Whitney Luebbers, Tara Woods

Absent: Michelle Scott – Secretary (excused)

Also Present, Keith Housewright and Cheryl Brinkmann

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7:05 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – Meeting minutes from November 5, 2018
 - 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
 1. We have spent **48.8%** of the year’s budget, and **50%** of the fiscal year has elapsed
 - ii. Income/ Expenditures Report
 1. Keith discussed ILA and the reported expenses associated therewith including reimbursement for his personal vehicle use because the city’s vehicle was unavailable.
 - iii. Library Bills
 - iv. Bank Statements
 1. Only statement this month is the FNB Statement
 2. The only change to the account was interest that was added to the FNB statement
 3. **Chris made a motion to authorize the Treasurer of the Library Board to move money in the FNB account #19687 to a better interest bearing account at a local institution to fulfill out fiduciary duties as the Library Board.**
 - a. **Darren seconded the motion**
 - b. **All were in favor and the motion passed.**
 - v. Discussion was had regarding current and future fundraising efforts for the Library and special programming
 - vi. **Chris made a motion to accept the Treasurer’s report**

1. **Tara seconded the motion**
2. **All were in favor and the motion passed.**

- V. Library Director's Report
- a. Utility Report (written report provided) – November bill was lower than expected.
 - b. Library Statistics (written report provided) – fairly consistent, although Comic-con had less attendees than anticipated
 - c. Report on November Events – Keith reports good crowds for November events, including a good turnout for the events for “tweens” which usually does not draw many patrons.
 - d. YS Report – written report from Chelsey, many events planned for the holiday season.
 - e. Report on ILA Meeting – (follow-up to written report in October) Keith discussed that he and Chelsey were able to attend many presentations and learned a lot from the event held in Peoria.
 - f. Letter to Patron's Father – It was discussed that a letter was sent to the father of a youth patron regarding a suspension from the library for misuse of computers.
 - g. December Library Schedule
 - i. Mon. 12/3 at 5pm: Christmas Countdown Craft
 - ii. Tues. 12/4 at 9:15am: Christmas StoryTime
 - iii. Tues. 12/4 at 5pm: DIY Ornaments
 - iv. Wed. 12/5 at 5pm: Letters to Santa Claus
 - v. Thurs. 12/6 at 4pm: DIY Snowflake Craft
 - vi. Fri. 12/7 at 6pm: Special Holiday Family Movie Night “The Incredibles 2”
 - vii. Sat. 12/8 at 10am: Friends of CHPL Meeting
 - viii. Mon. 12/10 at 5pm: Christmas Ornaments for Teens
 - ix. Tues. 12/11 at 9:15am: Christmas StoryTime
 - x. Wed. 12/12 at 6pm: Christmas Game Night
 - xi. Wed. 12/12 at 7pm: Carlyle Book Club meeting
 - xii. Thurs. 12/13 at 6pm: Gingerbread Home Competition for Teens/Tweens
 - xiii. Sat. 12/15 at 7pm: “Sounds of Harmony” Barbershop Chorus Christmas Carols
 - xiv. Mon. 12/17 at 4pm: Christmas Cards for Carlyle Healthcare Center
 - xv. Tues. 12/18 at 9:15 and 4:15pm: Polar Express StoryTime at Carlyle Grade School
 - xvi. Wed. 12/19 at 6pm: DIY Ugly Christmas sweater (bring your own sweater to decorate)
 - xvii. Thurs. 12/20 at 5pm: Christmas Movie Night: “How the Grinch Stole Christmas
 - xviii. CHPL Holiday Book Fair 12/10-12/31 at the Library
 - xix. CHPL Food for Fines (Holiday Food Drive) To Benefit Matthew 25, 12/17-12/31
- VI. Standing Committee Reports/ Other Reports
- a. City Council Liaison – no report
 - b. Friends of CHPL
 - i. Next Meeting Saturday December 8 at 10am
 - ii. Sounds of Harmony will perform December 15 at 7pm

- c. Policies and Procedures Committee – had a meeting December 5 and will report to the Board next month regarding proposed changes
- VII. Public Comment – none
- VIII. Old Business
 - a. Contact Mayor about New Board Member Candidate – The Mayor has been contacted and Cheryl has been approved. The Mayor will present the appointment of Cheryl at the next City Council meeting.
- IX. New Business
 - a. Yearly Board Schedule for 2019 meetings– presented to the Board via Handout
 - b. Schedule Holiday Party – It was discussed that the Library Board would have their holiday party in January at a local establishment. The Board discussed a weeknight evening at Duey’s Restaurant in Carlyle. Frank and/or Keith plan to circulate an e-mail to the Board to schedule the party.
 - c. Personnel Committee – no session needed
 - d. Note- There was discussion regarding outdoor holiday lighting for the Library. Keith is going to explore ideas for lighting the building for future holiday seasons. Discussion was had on something small that could be put up this year.
 - e. Note – Frank informed the Board that the brick on the exterior of the building appeared to be dirty and we may need to look into ways of cleaning the exterior.
- X. Adjournment
 - i. **Darren made a motion to adjourn the meeting**
 - 1. **Jane seconded the motion**
 - 2. **All were in favor and the motion passed.**
 - b. The meeting was adjourned at 8:30pm
 - c. Next meeting – Monday, January 7 2019 at 7pm