

Meeting Minutes  
Case-Halstead Library Board of Trustees  
02 May 2016 – 7PM

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

**Board Members Present:** Barb Guebert – President, Kim Stamps – Vice President, Jane Bullock, Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Darren Tracy, Frank Buckingham, Kenny O’Dell, Kim Wilkerson

**Absent:** none

**Also Present:**

- I. Call to Order, Roll Call and Introduction of Guests
    - a. The meeting was called to order at 7pm
  - II. Pledge
  - III. Meeting Minutes – April 4, 2016
    - i. Darren made a motion to accept the April 4 Meeting minutes
    - ii. Jane seconded the motion
    - iii. All were in favor and the motion passed
  - IV. Treasurer’s Report and FNB Statement
    - a. Treasurer’s Report
      1. The new fiscal year started May 1, so this is almost the final report.
      2. 92% of the fiscal year has elapsed and only 87.6% of the budget has been used (as of the end of March).
    - ii. Michelle made a motion to accept the Treasurer’s Report
    - iii. Kenny seconded the motion
    - iv. All were in favor and the motion passed
  - b. FNB Statement – the statement was reviewed
- V. Library and Construction Bills
  - a. Library Bills
    - i. We do not have a library bill report, but the bills are being paid.
    - ii. Kim W. made a motion to wait until next month to review and approve the library bills
      1. Kenny seconded the motion
      2. All were in favor and the motion passed
    - iii. We need to compile a spreadsheet to help us to keep track of the library bills.
  - b. Construction Bills – There were a few bills this month
    - i. The Maddux Trust Report

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1. Legal fees from Binsbacher and Griffithe = \$123.00
  2. \$1345.00 payable to Pam Holly (she does not have a business account for Clutter Concepts)
  3. Miscellaneous supplies from Carlyle Home Center (\$85.51 – this takes into account a \$20.58 credit)
  4. Roll out trays (including hardware) for the cabinets from Aviston Lumber = \$907.76
- ii. Frank made a motion to pay the construction bills
    1. Darren seconded the motion
    2. All were in favor and the motion passed
  - iii. There is about \$34,000 remaining in the Maddux Trust
- VI. Statistics
- a. The overall statistics appear to be down this month. It is possible that there are inconsistencies due to a board member getting together the reports this month instead of the Director, who might have calculated the statistics slightly differently.
  - b. The April 2015 Total is inaccurate
  - c. We plan to advertise digital book availability more in the future.
- VII. Library Director's Report
- a. Programming, Story Time
    - i. Programming is ongoing in the interim between Library Directors
      1. We hope to show movies to commemorate artists who have recently passed away. Darren will check into scheduling and promoting this. (Likely one of the first 3 Wednesdays and Thursdays in June) The best times for this are the first few Wednesdays and Thursdays in June
        - a. David Bowie - "Absolute Beginners"
        - b. Prince - "Purple Rain"
          - i. This has an 'R' rating, which must be disclosed.
      2. June – There will be sports themed movies to go along with programming on Fridays.
    - ii. Brenda will be taking care of Story Time this month.
  - b. Utility Report – This report is not available this month. These numbers will be available for review at next month's meeting.
  - c. Staff Meeting
    - i. Kim S. met with the staff on the April 21 (3<sup>rd</sup> Thursday) (the library was closed early). There was an agenda, but the staff had concerns over the

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meeting room scheduling protocol and so the majority of the meeting was spent going over how to schedule the meeting room and how to convey the policies to the patrons who use the room.

1. Pam Holly provided suggestions for managing the scheduling calendar for the Maddux room to the staff but the staff seemed uncomfortable with change. Kim S. will be attempting to resolve this issue.
  - ii. Suzy does not feel adequately trained at this point, and so Carolyn and Karen will be coming in to assist/train her for 2 weeks until she's comfortable helping patrons on her own.
- d. First Aid Training for Staff
- i. This will occur Wednesday, May 4. The library will be closed 11:30 to 4 to allow the staff to attend this training (allowing for lunchtime for those who worked in the morning. This training is mandatory for the City.
  - ii. Tonna and Stacey will have to be trained alternatively due to conflicts with their full time jobs. (Possibly with the Corps of Engineers)
  - iii. This training will be paid for out of next year's fiscal year budget.
- e. IPLAR Annual Report – due in June (60 days following the close of the fiscal year – ending April 30).
- i. The board will submit this report unless the new library director is able to compile it.

VIII. Standing Committee Reports

- a. Building and Grounds/Construction Committees
- i. This combined committee toured the building to make sure that all projects have been completed.
    1. The roll-out shelves are to be completed.
    2. The concrete has not been addressed yet, but Poettker Construction will be bringing us a sample of the proposed new concrete soon. We will need to decide whether to tear up the colored concrete and re-install, or to re-surface.
    3. The landscaping has come in and in blooming as desired.
  - ii. The fire suppression system was inspected today.
  - iii. The staff mentioned concerns with the cleaning company
    1. Barb reviewed our contract, which will be automatically renewed May 5 (requires a certified letter one month in advance of the renewal to cancel)

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- a. We plan to send them a certified letter with concerns about the service, they will reply within 30 days.
- b. Cancelling the contract at this point may result in us losing 50% of their fee for the next year.
- iv. The major pieces of the building are complete.
- b. Technology Committee
  - i. The login access for the computers will likely be changed once the new director is in place.
  - ii. The Laserware system recommends that the computers not be turned off at night so that the nightly updates can occur prior to the library opening for the day. We will be re-starting the computers after the patrons leave for the night, which will allow the computers to re-set and for the updates to occur. The Centurian system had been blocking some of the updates.
  - iii. The heartland library system was down for a period of time and this caused a delay in the ability to check out books.
- c. Personnel Committee
  - i. This will be covered in closed session
- d. Other Reports
  - i. Ken O'Dell Graduation from McKendree University – May 12
    - 1. Way to go, Kenny!
  - ii. WCXO, Union Banner
    - 1. WCXO - Barb and Brenda attended our radio spot last week
    - 2. Union Banner - Brenda is currently authoring the weekly library column in the newspaper (she will look into sending the column to other papers as well)
- e. City Council Liaison – Brenda indicated that she is proud of the Board for stepping up during the interim between library directors.
- f. Friends of the Library – Kim S. has been encouraging Karen and Carolyn to go to the Friends meetings so that they can work together to handle the book sales.
  - i. They plan to clear out all of the books after the book sales to make room for new books for the next sale (keeping the labelled banker boxes to re-use)
  - ii. The next meeting is Saturday, May 14
- IX. Public Comment - none
- X. Old Business
  - a. General Dean Video Status

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- i. Kim W. was able to get the video put on DVDs (by one of her colleagues at Rend Lake College). The cost for 50 DVDs was \$25.
  - b. Correspondence – Thank You Notes
    - i. Christi sent us a thank you note for the gift we gave her at her resignation
    - ii. Christi’s parents sent us a thank you note as well
- XI. New Business
  - a. Fiscal Year Began May 1
  - b. Serving Our Public – Chapter 3 – Personnel
    - i. We reviewed this chapter
      - 1. We are working to improve the orientation that each employee gets upon hiring.
      - 2. We will be increasing training for our library director and staff
  - c. Memorial Day Holiday – Monday, May 30 – the library will be closed.
  - d. Annual Audit – Meeting Minutes
    - i. Kim W. and Kim S. will be auditing the minutes
  - e. Program Advertising and Promotion
    - i. Barb sent letters for donations to previous donors for the programs, and will be looking into sending letters to possible new donors.
    - ii. The checks have been written out for the planned programs.
    - iii. The staff will be going through prizes to see if any need to be ordered
  - f. Frank made a motion to go into closed session to discuss Personnel and Litigation at 8:20PM
    - i. Kim S. seconded
    - ii. All were in favor and the motion passed
  - g. **Personnel/ Search Committee Report and Litigation – Closed**
  - h. Open session was resumed at 9:02 PM Kim S. made a motion to extend an offer Jerome Keith Housewright of St. Jacobs Illinois in the amount of \$48,000 plus benefits.
    - i. Jane seconded the motion
    - ii. All were in favor and the motion passed
    - iii. The personnel committee will be meeting with the Employee Concerns Committee from the city to alert them of our decision.
  - i. Darren made a motion to close out the Maddux Trust, to dissolve the Construction Committee, and to give Barb the authority to contact First National Bank to let them know of our decision.
    - i. Kim S. seconded the motion
    - ii. All were in favor and the motion passed

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XII. Adjournment 9:05PM. Next meeting Monday, June 6, 2016 at 7:00pm

Respectfully submitted,

Michelle Scott, Secretary