

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
06 Nov 2017

**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, Brenda Johnson – City Liaison, Zach Huels, Whitney Luebbers, Chris Cox

**Absent:** Barb Guebert (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 7pm. There were no guests.
- II. Pledge of Allegiance
- III. Meeting Minutes –October 2, 2017
  - a. *Jane made a motion to accept the meeting minutes*
    - i. *Chris seconded the motion*
    - ii. *All were in favor and the motion passed*
- IV. Treasurer’s Report and FNB Statement
  - a. Treasurer’s report
    - i. *Darren made a motion to accept the Treasurer’s report*
      1. *Michelle seconded the motion*
      2. *All were in favor and the motion passed*
  - b. FNB Statement
    - i. No changes made with this account
  - c. National Bank Account
    - i. There should be certificates of deposit available to review next month.
- V. Library Director’s Report
  - a. Library Bills
    - i. Income Report/ Expenditures Report
  - b. Statistics Report
    - i. Most of our patron statistics show a significant increase over last year.
  - c. Utility report
    - i. We are consistent over last year
  - d. Report on last month’s events
  - e. Programming – Upcoming Events
    - i. Christmas Show 2017
      1. Saturday, December 2 at 6pm
        - a. 6pm - Hors d’oevers at Story telling/ crafts for kids

- b. 7pm – Sounds of Harmony: Barbershop Chorus (1 hour of Christmas tunes)
      - f. Library will be closed 11/11/2017 in recognition of Veteran’s Day
      - g. Friends of the Library
    - VI. Standing Committee Reports/ Other Reports
      - a. Library Incident Report
        - i. A recent incident at the library was discussed.
      - b. Building and Grounds Report – a report was provided from the October 25 meeting of the Building and Grounds Committee
      - c. Finance Committee Report–The finance committee provided a report on potentially responsibly increasing the Property Tax Levy to support the library. Our tax rate is unusually low compared to that of our surrounding communities and an increase would put less of a burden on our city to support the library.
        - i. Darren made a motion to raise the property tax levy by maximum allowable amount.**
          - 1. Brenda seconded the motion**
          - 2. All were in favor and the motion passed (The library board of trustees agreed to raise the levy by the maximum allowable amount.)**
      - d. City Council Liaison
        - i. Brenda discussed the time capsule from the 25<sup>th</sup> anniversary celebration which will be on display until early December. The library should consider adding something to the time capsule, such as a print of the photo of the groundbreaking for the new library.
      - e. Friends of CHPL
        - i. Next meeting Saturday November 18, at 10am
      - f. Public Comment - none
  - VII. Old Business – flag outside looks to be in good condition. We need to have a replacement available.
  - VIII. New Business
    - a. Personnel Committee – Closed session – not needed
  - IX. Adjournment
    - a. The meeting was adjourned at 9:38pm
    - b. Next regular meeting will be Monday, December 4, 2017 at 7:00 pm

Respectfully Submitted,

Michelle Scott, Secretary