

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
07 Aug 2017 – 7:00 PM

**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, Frank Buckingham, Zach Huels, Kim Wilkerson

**Absent:** Darren Tracy (excused)

**Also Present:** Keith Housewright (Library Director); Whitney Luebbers (Guest)

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – Tuesday July 5, 2017
  - a. Jane made a motion to approve the meeting minutes.
    - i. Kim S. seconded the motion.
    - ii. All were in favor and the motion passed.
- IV. Treasurer’s Report, FNB Statement and National Bank Statement
  - a. Treasurer’s report
    - i. May and June reports were presented.
  - b. FNB Statement – no activity other than interest
  - c. National Bank Account – no activity other than interest and the check to Egyptian furniture
    - i. Kim W. made a motion to accept the Treasurer’s report.
      1. Michelle seconded the motion.
      2. All were in favor and the motion passed.
- V. Library Director’s Report in Writing
  - a. Library Bills
    - i. Yearly fees are paid this time of year (OCLC, icloud, ILA membership, etc.).
    - ii. Non-resident fees – non-residents are now purchasing full year cards.
    - iii. We are selling ISO glasses for the eclipse.
    - iv. Kim S. made a motion to accept the library bills.
      1. Michelle seconded the motion.
      2. All were in favor and the motion passed.
  - b. Statistics report
  - c. Utility Report – our cost per square foot is less than at the old building. Our building continues to have efficient utility usage.
  - d. Report on July Events
  - e. Programming – Upcoming Events

- i. Aug 15 (Tues) – River Bend Astronomy Solar Eclipse Event
    - ii. Aug 15 (Tues) – Small Business Digital Marketing Workshop
    - iii. Aug 19 – Library Birthday Party and Art Show
    - iv. Aug 22 – “Southern Illinois Small Business Marketing Group”
    - v. Set 9 – Family Movie Night – “Lego Batman” – 6:30pm
    - vi. Sept 26 - Social Media for Small Business Workshop
    - vii. Oct 17 – Better Photos and Videos with your Smartphone Workshop
    - viii. Dec 5 – Holiday Portrait Photography Workshop
    - ix. Carlyle Lion’s Club – discussion of Mango Languages
  - f. Report on Mango Fundraising
    - i. Total income including donations and sales for the CC Foodmart event (with the Carlyle Rotary Club and the Friends of the Library) was \$800.05.
    - ii. The Carlyle Rotary Club will be holding a fundraising golf tournament on Sept. 15. They plan to donate some of the money raised towards the Mango program.
    - iii. The Rotary Club has received a grant which they plan to use to help fund our Mango program. The grant is for \$1950.00, but Rotary (and the Library as well as other fundraisers) will need to raise at least \$1950 (ideally more like \$3000) to match the grant in order to receive the full amount. Donations will be accepted but must go through Rotary.
  - g. Star Wars Convention – Moved to Friday, Oct 13
  - h. LED Sign
    - i. There is new cloud based software available which would allow Keith to program the sign from a smartphone. Keith will be receiving a proposal.
    - ii. The sign now turns off at 9pm so as not to bother citizens living nearby.
  - i. Youth Services Assistant Hiring Process
    - i. Working through applications
  - j. Review of Accounting Procedures/ Cash Handling
    - i. Fred Becker, C.P.A. for the city will be reviewing our procedures.
  - k. Library Inventory/ Case Library Inventory Update
    - i. Priority will be given to inventory of the historical items.
    - ii. We need to look into securing the historical collection.
  - l. Ms. Maddux’ Birthday Sept. 2 (1884)
    - i. Keith plans to make the community aware through Facebook posts, etc.
- VI. Standing Committee Reports/ Other Reports
- a. Personnel Committee
    - i. Background check – Castle Rock
    - ii. Drug testing/ cost
      - 1. IPMG
    - iii. We need to adapt a draft to our own policies as far as when and how frequently this testing will occur. Barb mentioned that if an employee questions the

results of their test, a split specimen from the first sample should be tested by another lab at the employee's expense.

- iv. Kim W. will send Keith info from Rend Lake College's testing which may be less expensive than the company that we are using.
- v. We plan to hire future employees subject to testing.
- vi. Barb suggested a Policies and Procedures committee to work with the Personnel committee to get this policy in place.
- vii. The Rotary Club will be having Youth Protection Training on Sept 5 at noon at Café 50. Members of the Board are welcome to attend.

b. City Council Liaison – no comment

c. Friends of CHPL

- i. Next meeting – Sat. Aug 12 at 10am
- ii. Art Show/ Birthday Party – Aug 19 9-2pm
- iii. Kim W. suggested Cosmic Bingo as a fundraiser

d. Library Calendar

- i. September – need to review tax levy – we need to assign a committee to discuss this. Also, the Long Range Planning Committee may want to address our future goals as far as the tax levy.
- ii. October – Keith will be attending ILA.

e. Public Comment - none

## VII. Old Business

a. 2<sup>nd</sup> Reading By-Laws

- i. Michelle made a motion to accept the By-Laws amendment.
  - 1. Kim W. seconded the motion.
  - 2. All were in favor and the motion passed.
- ii. We need to re-print the by-laws and make a note that the by-laws were changed on this date.

b. Prost Heating and Cooling bid

- i. We are limited because most companies do not work on our commercial Trane unit.
- ii. Keith suggests that we accept the quote from Prost for preventative maintenance which covers 2 visits, in the Spring and Fall for our heat/cool RTU's. The cost will be \$1448.
  - 1. Kim S. made a motion that we accept the bid.
    - a. Kim W. seconded the motion.
    - b. All were in favor and the motion carried.

c. Foppe Office Lettering/ Outdoor sign

- i. Lettering is up, but the vending signs are not here yet.

## VIII. New Business

a. Report of Nominating Committee

- i. Frank was nominated for President.
- ii. Darren was nominated for Vice-President.

- iii. Michelle will stay on as Secretary.
  - iv. Jane will stay on as Treasurer.
  - b. Election of Officers
    - i. Kim S. moved that the nominations be closed as such: Frank – President, Darren – Vice President, Jane – Treasurer, Michelle – Secretary.
      - 1. Michelle seconded the motion.
      - 2. All were in favor and the motion passed.
  - c. Nomination of Liaison to Friends of CHPL
    - i. Brenda has volunteered to be the liaison to the Friends of CHPL.
  - d. Library Board Vacancy
    - i. Kim Stamps – (on the board since July 5 – 2011)
      - 1. The Board presented her a certificate of appreciation.
    - ii. Kim Wilkerson – (on the board since Sept 8 – 2015)
      - 1. The Board presented her a certificate of appreciation.
    - iii. Barb composed a letter to Mayor Judy Smith. Chris Cox will be replacing Kim W. on the board and the Mayor has received our recommendation that Whitney Luebbbers.
  - e. Personnel – Closed Session – no closed session occurred.
  - f. Handout: “What is Mango Languages?”
- IX. Adjournment
- a. The meeting was adjourned at 8:25 p.m.
  - b. The next meeting will be **Tuesday, September 5** (Due to Holiday), 2017 at 7:00pm.

Respectfully Submitted,  
Michelle Scott, Secretary