

2017

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
04 December 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, Barb Guebert, Chris Cox

**Absent:** Brenda Johnson (excused), Whitney Luebbers (excused), Zach Huels (excused)

**Also Present:** Keith Housewright,

- I. Call to Order, Roll Call and Introduction of Guests
  - a.
- II. Pledge of Allegiance
- III. Meeting Minutes – Tuesday November 6, 2017
  - a. *Jane made a motion to accept the meeting minutes*
    - i. *Barb seconded the motion*
    - ii. *All were in favor and the motion passed*
- IV. Treasurer's Report, FNB Statement and National Bank Account
  - a. Treasurer's report
    - i. 50% of the fiscal year has elapsed, but only 45% of the budget has been used.
    - ii. Chris made a motion to accept the Treasurer's report
      1. Darren seconded the motion
      2. All were in favor and the motion passed
  - b. FNB Statement
    - i. There is no other activity on this account besides the accrual of interest (0.15%)
      1. There was discussion about clarifying whether this account is a savings, checking, money market account, etc., and whether it would be feasible to put this money into a higher interest CD.
  - c. National Bank Account
    - i. We have the two CDs from National Bank and should plan to review them in Fall of 2018 as one was for an 11 month time period and the other for 42 months (purchased in October 2017).
- V. Library Director's Report
  - a. Library Bills
    - i. Item 5940 – Risk Management Insurance – this represents a yearly fee
    - ii. Charter will be installing internet service at the 100bps rate. There will be no charge for installation and this will help us to serve our patrons with high speed internet.

- iii. Utility Report – Our new library building is much more efficient than the old building. We should continue to look for new ways to conserve energy.
- iv. Library Statistics
  - 1. Chelsea’s story times have been well attended (57 attendees over a 4 week period).
- v. Report on November events
- vi. Youth Services Report
  - 1. Keith mentioned that Chelsea has been a very positive employee and is really expanding the opportunities for our local youth. There was discussion about potentially extending her position in the future to full-time if it seems like a good fit for the library.
- vii. Remaining December Schedule:
  - 1. Case-Halstead 12 Days of Christmas
    - a. Dec 1, 6pm – Family Movie Night, “Mariah Carey’s All I Want For Christmas Is You
    - b. December 4, 3:30 – Countdown to Christmas Craft
    - c. December 5, 9:15 – Story Time Tree Decorating
    - d. December 6, 5:00 – Letters to Santa Claus
    - e. December 7, 5:00 – Christmas Crafts for Kids
    - f. December 11, 5:00 – Christmas Cards for Carlyle Healthcare Residents
    - g. December 12, 6:30 – Make your own ugly Christmas Shirt
    - h. December 13, 6:00 – Christmas Game Night for Kids
    - i. December 14, 4:00 – Santa Claus is Coming to the Library
    - j. December 18, 3:30 – Christmas Bingo for Kids
    - k. December 19, 5:30 – Make your own Christmas Ornaments
    - l. December 20, 6:30 – Christmas Story Time
  - 2. Scholastic Book Fair – Dec 11 – Jan 2 – purchases can be made either in person or online and will help to support our children’s programming at the Library.
  - 3. Food for Fines/Holiday Food Drive Dec. 11 – Jan 2 – for every food item that patrons bring in, they can take one dollar off any library fines that they have. This program benefits the Matthew 25 Food Pantry. Fines are not needed to donate food
  - 4. Holiday Hours
    - a. Close early Dec 15 (3pm) – Staff Party
    - b. Closed December 23-25
    - c. Closed December 30 – Jan 1
  - 5. Keith provided the likely meeting schedule and Holiday Closing schedule for 2018. *There was discussion about the frequency of board meetings*

*and whether potentially foregoing meetings in January and July (or other options) might be feasible in the future.*

6. There was discussion about how to continue to move the library forward including ideas such as:
  - a. Looking into becoming a library district
    - i. Keith mentioned that the way to move the library forward is to continue build community support in preparation for future growth and development.
  - b. Altering meeting structure to discuss broader vision instead of details.
  - c. Chris proposed that Keith give us a report at the February meeting about the vision of becoming a library district so that we can decide if and how to move forward.
  - d. The proposed budget will be due in February
7. Keith will be working on the Library Certification Report, which focuses on the technical aspects of the library – internet usage, etc.) which is a precursor to the Per Capita grant which is due in March (focuses on technical aspects of the library, internet usage, etc)

#### VI. Standing Committee Reports/ Other Reports

- a. City Council Liaison – Time Capsule Library Project
  - i. Ideas for our contribution included: a photograph of the groundbreaking of the library along with a concise report on how the library and the Corps of Engineers work together.
- b. Friends of CHPL
  - i. Next meeting Sat. Dec. 9 at 10am
  - ii. Sharon Berdeaux will be the new President
  - iii. Board members were encouraged to attend Friends events so that we as a Board can learn how to best utilize this resource to further our mutual visions for Case-Halstead Public Library.
- c. Public Comment

#### VII. Old Business

- a. Personnel Committee – Closed Session –
  - i. Barb made a motion to go into closed session to discuss personnel
    1. Jane seconded the motion
    2. All were in favor and the motion passed
  - ii. **Closed session was entered at 8:30**
  - iii. **Open session resumed at 8:40**

#### VIII. New Business

- a. Personnel Committee – Closed Session – not needed/ no discussion
- b. Keith is still working on the Mango program and will report on the success at the next meeting

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- i. We need to submit a report to Rotary for the grant that helped us with this project.

IX. Continuing Education

- a. "The Role of the Library Board of Trustees" – see handout
  - i. Keith will send us a link with more information

X. Adjournment

- a. The meeting was adjourned at 8:45 pm
- b. The next meeting will be Tuesday, Jan. 3, 2017 at 7:00 p.m.