

**Meeting Minutes**  
**Case-Halstead Public Library Board of Trustees**  
**Tuesday, September 5, 2017 --- 7:00 PM**

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

**Board Members Present:** Barb Guebert – President, Jane Bullock – Treasurer, Brenda Johnson – City Liaison, Darren Tracy, Frank Buckingham, and new appointees, Whitney Luebbers and Chris Cox.

**Absent:** Zack Huels and Michelle Scott, both excused

**Also Present:** Keith Housewright, Library Director, and Tom Guebert

Barb Guebert, outgoing President, called the meeting to order at 7:05, and the Trustees stood for the Pledge of Allegiance. She then swore in our new members, Whitney Luebbers and Chris Cox.

Jane Bullock moved to accept the minutes of the August 7<sup>th</sup> meeting; Frank Buckingham seconded the motion, and it passed with a unanimous vote.

Jane presented the Treasurer's Report. The only change in the First National Bank statement was the addition of \$2.33 in interest. As the National Bank statement comes quarterly, there was no report on that account. Jane reviewed the City Revenue/Expenditure report, and there was discussion of various items and the budget process in response to questions from Chris Cox. Chris then moved to accept the report; Darren seconded the motion, and it carried with all in favor.

The meeting continued with the Library Director's Report. Keith reported a profit of \$1030.20 from the sale of the Eclipse Viewing Glasses, with all proceeds earmarked for the new Mango Language Program. He also pointed out that the July and August bills for both of the phones and the city utilities fell into this month's expenditures. The only other items to note were a \$600 expenditure for Serpentine for upgrades and some redesign of our website, and utilities are slightly higher. Beyond that, there was nothing out of the ordinary on the CHPL Income/Expenditure Report. Darren moved to pay the bills; Frank seconded the motion, and all were in favor.

We had good numbers in August with 174 attending the River Bend Astronomy Solar Eclipse Program and 3911 in overall patron count. And, September is full with upcoming events as well:

Wed. Sept. 6 – Photography Class at 6:30

Friday, Sept 8. – Family Movie Night – **LEGO BATMAN** at 6:30

Thurs. Sept. 14 – Bill Clevlen program and book signing – **100 things to do in America before You**

**Die** at 7:00

Sept. 14-16 – Friends of the Library Book Sale

Tues. Sept. 19 – Southern Illinois Writers Group at 7:00

Tues. Sept 26 – Social Media for Small Business at 7:00

Wed. Sept. 27 – Carlyle Book Club at Case Halstead – **WINDSWEPT** at 7:00

Also, the Carlyle Rotary will have its Annual Golf Tournament on Friday, September 15. Some of these proceeds will also go toward our Mango Language program to help satisfy the matching funds provision in the Rotary Grant.

Keith is well into the interview process for the position of Youth Services Assistant and should have the position filled by the October meeting. He will be using Castle Branch to do the background checks at a cost of \$46.50 for a Standard Report, which will cover our needs. They offer a litany of services, including drug testing. However, he will do the Drug and Alcohol Screening either in Centralia (\$63) or at St. Joseph's in Breese (\$92).

September is Library Card Month, and Keith has set a tentative date of September 21 to roll out our new library cards. He brought samples of the 6 designs he has chosen for our cards. Under the new program, all family members will have a card, the children's cards being linked to the parents' cards.

There was a brief discussion of the City Vehicle which is now available to use for city business. Since our staff cannot carry passengers who are not city employees, the Board agreed that Keith should use the city vehicle when available and when he will not be in a position to transport others who do not work for the city. The Board will approve reimbursement on those other occasions. Keith will be attending ILA October 10-13, and he will be taking his personal vehicle, as he may need to transport other Library Directors during this period. Mileage expenses will be reimbursed.

Brenda reported that the Annual Art Show went well this year, however, attendance and participation was down from previous years – only 17 artists. Much of the drop off can probably be attributed to people leaving the area to view the Eclipse the following Monday. There was probably less publicity and follow-up with artists this year as well.

Keith also distributed a complete copy of the By-Laws reflecting minor changes – basically, adding the word "Board" where there are references to meetings of the Board of Trustees. Previously, the references to simply "meetings" may have been somewhat ambiguous.

At this point, the end of "Old Business", the new officers who were present were sworn in – Frank Buckingham as President, Darren Tracy as Vice-President, and Jane Bullock as Treasurer. Since Michelle Scott, Secretary, was unable to attend, she will be sworn in at the October meeting. Barb stepped down as President and turned the meeting over to incoming President, Frank Buckingham. At this time, Frank presented Barb with gifts commemorating her years of service as Board President and thanked her for her service and outstanding leadership and support in that position.

Standing Committee assignments were made as follows:

Budget – Frank Buckingham, Jane Bullock, and Brenda Johnson

Building and Grounds – Barb Guebert, Zach Huels, and Whitney Luebbers

Personnel – Jane Bullock, Michelle Scott, and Chris Cox

Technology – Frank Buckingham, Darren Tracy, and Zach Huels

Long Range Planning, Policies and Procedures, and Development Committees, as well as any other committee that may become relevant, will be appointed and meet as deemed necessary.

There was a lengthy discussion of Tax Levies and the various Funds to which the monies may be assigned. These would be ancillary funds to support very specific needs, such as an IMRF or Building Maintenance Fund and would be separate from the general levy, which could also be raised. This led to another discussion of general funding for the library, depreciation, and the budget process. No decisions were made on anything regarding a Tax Levy, and Keith will gather more information for a future meeting.

The Carlyle Rotarians will be holding another fundraiser for our Mango Languages Program. On Sunday, October 22, they will be hosting a Chicken Dinner at Pin Ball Palace. Everyone was encouraged to help spread the word and to try to attend.

With no other business or discussion, the meeting adjourned at 9:50.

Prepared and respectfully submitted by Brenda Johnson  
---- in the absence of Secretary, Michelle Scott