

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
04 Sept 2018

**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), Whitney Luebbers, Tara Woods, Chris Cox

**Absent:** Darren Tracy (Vice President), Zack Huels (resigned from board)

**Also Present:** Keith Housewright (Library Director)

- I. Call to Order at 7:05 PM, Roll Call and Introduction of Guests
    - a. The meeting was called to order at PM
  - II. Pledge of Allegiance
  - III. Meeting Minutes – Meeting minutes from August
    - a. **Jane made a motion to accept the meeting minutes**
      - i. **Whitney seconded the motion**
      - ii. **All were in favor and the motion passed**
  - IV. Treasurer’s Report and FNB Statement
    - a. Treasurer’s report
      1. We have spent 26% of the year’s budget, and 25% of the fiscal year has elapsed
      2. As is typical for this time of year, a lot of yearly fees have been paid already
        - a. Newspapers (Wall Street Journal yearly subscription)
      3. Our last AT&T bill has been paid
    - ii. Bank Statements
      1. FNB Statement and National Bank Account
      2. The only changes to two accounts were interest that was added to the FNB statement
      3. See minutes from Feb 2014 for a description of the origin of the funds in the FNB account
  - b. Library Bills
    - i. **Michelle made a motion to accept the Treasurer’s report and to pay any outstanding bills**
      1. **Chris seconded the motion**
      2. **All were in favor and the motion passed.**
- V. Library Director’s Report
  - a. Library Bills

- b. Utility Report
  - i. We have spent 35% of the year's budget on utilities. This is attributed to an exceptionally hot summer, and increased use of the building. However, the cost per square foot continues to be well below the cost in the old building
- c. Library Statistics
  - i. Keith noted that this is the first month since he started as Library Director where our circulation statistics are significantly greater than our patron count (approximately 1.3 items checked out per patron that visited the library)
  - ii. Our 3-D printer is not getting the use that we expected. Keith and Chelsea are attending events this year where they plan to network with other Librarians to discuss use of the 3-D printer in a library setting
  - iii. Library strategic vision – Keith would like our library to be the technology center for Clinton County. He is making use of several resources, including Edge ([www.libraryedge.org](http://www.libraryedge.org)), to work towards making plans to keep our library cutting edge and to provide our patrons with reasonable access to technology
    - 1. This will require continual training of staff, so that they are able to answer any patron questions on technology and troubleshoot technological problems in the library
    - 2. Ideally, he will be able to gather quantitative data which will help us to monitor and plan for the future
    - 3.
- d. Report on August Events
- e. YS Report - Chelsea provided a wonderfully written Youth Services report
  - i. An afternoon story time was added a few times per week in addition to the morning times
  - ii. Family Movie Nights are starting again on Sept 7
  - iii. There are now 3 book clubs – Adult, Young Adult and Junior Book Club
- f. September Library Schedule
  - i. Sept. 4 at 9:15 and 4pm – Story Time
  - ii. Sept 5 at 5pm – Lego Disaster Island
  - iii. Sept 7 at 6;15pm – Family Movie Night: “Ferdinand”
  - iv. Sept 11 – 9:15am – Story time
  - v. Sept 11 – 5pm “Letters to Soldiers” for kids program
  - vi. Sept 13 – 4pm – Lego Club
  - vii. Sept 13-15 – Friends of the Library Book Sale
  - viii. Sept 15 – Electric Vehicle Show in Library Parking Lot
    - 1. 7 electric cars have registered to come to our event
  - ix. Sept 18 – 9:15 and 4pm – story time
  - x. Sept 18 – 6pm – Crocheting basics
  - xi. Sept 19 – 4pm – Jr. Book Club
  - xii. Sept 19 – 5pm – YA Book Club
  - xiii. Sept 19 – 6p - DIY Vinyl Shirt for Teens

- xiv. Sept 24 – 4pm – Rock Painting (Landscapes)
  - xv. Sept 25 – 9:15p – Story Time
  - xvi. Sept 25 – 6pm – American Sign Language Alphabet and Numbers
  - xvii. Sept 26 – 5pm – Youth Advisory Board
  - xviii. Sept 26 – 7pm – Adult Book Club
  - xix. Sept 27 – 6pm – Board Game Night
- VI. Standing Committee Reports/ Other Reports
- a. City Council Liaison
    - i. Brenda discussed our new staff hire plans (part-time fill in) with Jeremy Weh. We do not require city council approval, but historically we alert the city council to our new hire plans as a courtesy. Councilman Weh indicated that the Employee Concerns committee would plan to meet about our anticipated new hire, however, no meeting has been posted yet. We will continue moving forward with the steps to hire Bailey Hilmes.
  - b. Friends of CHPL
    - i. Fall Book Sale at CHPL
    - ii. Next Meeting Sat. Sept 8 – 10am
    - iii. Keith will be providing a director’s report when he is unable to attend the Friends of CHPL meeting
  - c. Public Comment
- VII. Old Business
- a. New Staff hire – Bailey N. Hilmes– We needed an employee that could fill in during times of low staffing. The goal was not to cut staff hours or increase our staffing budget, but to allow for adequate coverage in the library.
    - i. No approval by the city council is necessary, but we have alerted the city about our new hire as a courtesy.
    - ii. The background check is outstanding, but the drug screen is complete
  - b. Alcohol at the Library
    - i. Keith consulted Kyle Shell, insurance advisor for the library, about serving alcohol at a library event. He indicated that while city appointed boards would be covered under the City’s insurance policy, the Friends of the library would not be covered. Since the serving of alcohol is not an integral part of the event, and the Friends would like to continue to host the Art Show, it was decided to refrain from serving alcohol at the event.
  - c. Bike Planter for Library – plans have been made
  - d. EV Plug-in for CHPL
  - e. Comic-Con NEW DATE – will be inside, Nov 2., 5:30
- VIII. New Business
- a. Maddux Room Equipment upgrade
    - i. We will save budgeted money by having the Comic-con event indoors. We plan to use these savings could be used to invest in upgrades for the Maddux room

1. Proposed updates: improved speakers, updated projector, comfortable chairs
  - b. Library Board resignation – Zack Huels
    - i. Zach would still love to participate in events such as the Native American Homes night and expressed his appreciation at having been a member of the board.
  - c. Lincoln “State of the Union” – Bicentennial Show, Oct 4, 6pm
  - d. Library Law: - A Day with Phil Lenzini – Friday, Oct 26 9am
  - e. Personnel Committee – no session needed
- IX. Adjournment
- i. **Michelle made a motion to adjourn the meeting**
    1. **Chris seconded the motion**
    2. **All were in favor and the motion passed.**
  - b. The meeting was adjourned at 8:20
  - c. Next meeting – Monday, October 1, 2018 at 7pm

Respectfully Submitted,

Michelle Scott, Secretary