

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
05 November 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, Tara Woods,

**Absent:** Whitney Luebbers (excused), Chris Cox (excused), Brenda Johnson (excused), Keith Housewright

**Also Present,** Cheryl Brinkmann

- I. Call to Order, 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 October 1, 2018
  - a. **Jane made a motion to accept the meeting minutes**
    - i. **Darren 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 **43%** of the year’s budget, and **42%** of the fiscal year has elapsed
    - ii. Library Bills
      1. **Michelle made a motion to accept the Treasurer’s report and to pay any outstanding bills**
        - a. **Darren seconded the motion**
        - b. **All were in favor and the motion passed.**
    - iii. Income/ Expenditures Report
    - iv. Library Bills
      1. There were 3 bills that were paid recently, but the checks were never cashed. There is no debt remaining for the accounts. The money from these bills has been returned to our account/budget.
    - v. 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. National bank is also known as ‘Bank of Hillsboro’, but we are still getting paperwork under National Bank.
- V. Library Director’s Report

- a. Utility Report (written report provided) – no significant changes to report. We have not yet received a bill for the EV electric meter.
  - b. Library Statistics (written report provided) – fairly consistent, although Comic-con had less attendees than anticipated, possibly due to the time of year and location indoors instead of outdoors. Attendees reported that they had a great time and would come again. (It was proposed to return this event to out-of-doors and during warmer weather
  - c. Report on October Events – Keith reports good crowds for the Abe Lincoln Bicentennial Event and the Phil Lenzini Law Day
  - d. YS Report – 252 young patrons attended youth events at our library throughout the month
  - e. Maddux Room Chairs – have been ordered (thanks to the Friends of the Library)
  - f. Report on ILA Meeting – (written) – Both Keith and Chelsey attended ILA and attended several classes per day. They enjoyed the event and will be implementing some of the things that they learned soon
  - g. Report on Phil Lenzini Law Day Event - postponed
  - h. November Library Schedule
    - i. Nov 6 9:15a Story Time
    - ii. Nov 6 4:00p PM Story Time
    - iii. Nov 6 6:00 Library Workshop – American Sign Language
    - iv. Nov 10 10:00a Friends of Case-Halstead Library
    - v. Nov 12 Veteran’s Day – CLOSED
    - vi. Nov 13 9:15a Story Time
    - vii. Nov 13 4:00p PM Story time
    - viii. Nov 13 DIY Gratitude Banner
    - ix. Nov 14 4:00p DIY Turkey
    - x. Nov 15 10:00a Tot Time
    - xi. Nov 15 Family Reading Night @Carlyle Grade School
    - xii. Nov 19 4:00p Maker Monday
    - xiii. Nov 20 9:15a Story Time
    - xiv. Nov 20 4:00p Tinker Tuesday
    - xv. Nov 20 5:00p Jr. Book Club
    - xvi. Nov 20 6:00p YA Book Club
    - xvii. Nov 22 Thanksgiving Day – CLOSED
    - xviii. Nov 23 Open Noon-5pm
    - xix. Nov 27 9:15a Story Time
    - xx. Nov 27 4:00p PM Story Time
    - xxi. Nov 28 YAB Meeting
    - xxii. Nov 29 5:00p Mario Cart Tournament
    - xxiii. Dec 5 7:00p Carlyle Book Club
    - xxiv. Dec 15 Sounds of Harmony Christmas Carols
    - xxv. Dec 14-25 Twelve Days of Christmas Events (Featuring Holiday Food Drive)
- VI. Standing Committee Reports/ Other Reports

- a. City Council Liaison – no report
- b. Friends of CHPL
  - i. Christmas Decorations November 10
  - ii. Next meeting Saturday November 10 at 10am
- VII. Public Comment – Cheryl re-iterated that she continues to be impressed with all that our library has to offer
- VIII. Old Business
  - a. Installation of EV Charger/signage – working well, and we have had some visitors use the charger.
  - b. We should look into a possible application that would allow us to monitor use of the charger
- IX. New Business
  - a. New library board member
    - i. **Darren made a motion to accept Cheryl Brinkmann as a new board member and submit to the mayor for approval**
      - 1. **Jane seconded the motion**
      - 2. **All were in favor and the motion passed**
  - b. Personnel Committee – no session needed
  - c. Michelle will get together with Keith to discuss offering an ukulele to be checked out at the library
  - d. Note – Speakers in Maddux Room aren't all working. Frank plans to look into that.
- X. Adjournment
  - i. **Darren made a motion to adjourn the meeting**
    - 1. **Michelle seconded the motion**
    - 2. **All were in favor and the motion passed.**
  - b. The meeting was adjourned at 7:40
  - c. Next meeting – Monday, December 3 2018 at 7pm

Respectfully Submitted,

Michelle Scott, Secretary