

**Meeting: Case-Halstead Library Board Monthly Meeting, Monday, April 1, 2019 7 PM**

**Location:** Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

**Board Members Present:**

Frank Buckingham – President

Brenda Johnson – City Liaison

Darren Tracy – Vice President

Chris Cox

Jane Bullock – Treasurer

Cheryl Brinkmann

Michelle Scott – Secretary

**Absent:** Whitney Luebbers (excused), Tara Woods (excused)

**Also Present:** Keith Housewright (library director)

- I. Call to Order, Roll Call, and Introduction of Guests
  - a. The meeting was called to order at 7:00 PM
- II. Pledge of Allegiance
- III. Meeting Minutes – March 4, 2019
  - a. **Jane made a motion to approve the meeting minutes**
    - i. **Cheryl seconded the motion**
    - ii. **All were in favor and the motion passed**
- IV. Treasurers Report
  - a. Library Bills
  - b. Income/ Expenditures
    - i. **83%** of the fiscal year has elapsed, and our expenditures are **78%** of our budget
  - c. Bank Statements
    - i. Jane reports no change
  - d. **Chris made a motion to accept the library bills**
    - i. **Michelle seconded the motion**
    - ii. **All were in favor and the motion passed**
- V. Library Director's Report
  - a. Utility Report
  - b. Library Statistics – we are seeing a trend of more children and young adults using the library services
  - c. Report on **March** Events
    - i. Bill Clevlen came to talk about his book, 'Driving Across America' and was well received
    - ii. Reading for Rae brought about 40 people to the library and raised over \$1250.00 in donations for Rae
  - d. Keith would like to get comfortable chairs for the Maddux room as well as a book display case. We could order a custom made display case which would match our other

furniture, but Keith recommends that we get the chairs first as they would be immediately useful.

- e. Mark Vonnahme has expressed a desire to donate approximately \$2500.00 (the cost of about 100 youth books) per year for the next 4 years in memory of his mother, Mimi Vonnahme, former CHPL Board member.
  - f. YS Report
    - i. Chelsey provided a typed youth services report
    - ii. Attendance has been great and there have been many fun new programs
    - iii. Summer reading program will kick off on June 1<sup>st</sup> with a block party
    - iv. April will be focused on SPRING STEAM
    - v. Chelsea is planning to work with the Parks Department again this year to have STEAM camp
    - vi. Youth programs in March included Family movie night, Dr. Suess' birthday, story time, Mardi Gras masks making, video gaming, dungeons and dragons night, Reading for Rae, plant a flower workshop, Lego club, popcorn creations, queen tea party, kid's yoga, play dough play, hand lettering for teens, etc.
    - vii. April Library Schedule
      - 1. April 4 – Dungeons and Dragons
      - 2. April 5 – Family Movie Night – “Mary Poppins Returns”
      - 3. April 8 – Coding 101
      - 4. April 9– Story Time
      - 5. April 9 – Kindness Rocks, Rock painting
      - 6. April 11 – LEGO
      - 7. April 15 – Protect the PEEPS STEAM Challenge
      - 8. April 16 – Story Time
      - 9. April 16 – Play Dough Play
      - 10. April 16 – STEAM ahead
      - 11. April 17 – Jr. book club
      - 12. April 17 – YA Book Club
      - 13. April 17 – Bullet journaling for teens
      - 14. April 18 – Dungeons and Dragons
      - 15. April 22 – Earth Day STEAM challenge
      - 16. April 23 – Story Time
      - 17. April 23 – DIY Fairy Gardens
      - 18. April 24 – YAB
      - 19. April 25 – LEGO self-portrait challenge
      - 20. April 27 – Kid's yoga
      - 21. April 30 – Story time
      - 22. April 30 – LEGO secret zoo challenge
- VI. Standing Committee Reports/ Other Reports
- a. City Council Liaison – Brenda's last meeting as City Council Liaison will be in May. The mayor will appoint a new liaison.
  - b. Friends of CHPL
    - i. Next meeting April 13 at 10am

- c. Budget Committee –
  - i. FY2020 Budget - The Budget Committee met prior to the Board meeting on 4/1/19
- VII. Public Comment - none
- VIII. Old Business
- IX. New Business
  - a. Our electronic sign is still not working after several repair attempts, but hopefully will be fully functional soon
  - b. Review, approve FY2020 CHPL Budget
    - i. The budget committee proposed to increase Chelsey’s hours to full time which would provide many benefits to our library including improved programs, social media presence, community outreach, etc.
      - 1. This would help us to appropriately compensate her for work that she is already doing as well to allow time for the Director to focus on updating library technology, and working on procedures as well as adult programs
    - ii. There is also a proposal to increase staff, youth services assistant and library director wages by 3%, which is a cost of living increase. There was discussion by the board about the approved minimum wage increase for the state of Illinois and how that may affect the pay of our staff over the next several years.
    - iii. Michelle made a motion to accept the budget for FY2020 as submitted with cost of living increases for all staff and levy information (see item iv. Below).**
      - 1. Brenda seconded the motion**
      - 2. All were in favor and the motion passed**
    - iv. Darren made a motion to raise the property tax levy by the maximum allowable amount for fiscal year 2020**
      - 1. Cheryl seconded the motion**
      - 2. All were in favor and the motion passed (The library board of trustees agreed to raise the levy by the maximum allowable amount).**
- X. Personnel Committee – Closed Session – NOT NEEDED
- XI. Adjournment.
  - a. **Darren made a motion to adjourn**
    - i. **Michelle seconded the motion**
    - ii. **All were in favor and the motion passed**
  - b. Next meeting Monday, May 6, 2019 at 7pm