

Meeting Minutes
Case-Halstead Library Board of Trustees
April 2, 2012

Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, David Laws-City Council Representative, Christi Gerrish-Library Director

Barb called the meeting to order at 7 p.m. and the Pledge of Allegiance was recited. The minutes from the March 5, 2012 meeting were presented. Christi said on page 4, a correction was needed in the spelling of Jolanda Durbin's first name. Darren said on page 1 in the last paragraph, WDLJ radio should be included because Christi appeared on Feb. 28. The radio station offered an open invitation for Christi to do a monthly spot. Wendy said she would make the two corrections as noted. Sharon made the motion to accept the minutes, with revisions as noted, and Frank seconded. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed the expenditures for the 10 month period ending Feb. 29, 2012, and reported that 83.3% of the fiscal year has passed. Sharon noted the budget allows \$31,000 for line item 20-56-8800 Library Materials, and that only \$18,463.84 has been spent to date. Christi said she is aware and is purchasing new library materials, recently \$7,800. Frank suggested an additional payment for Overdrive could be made under this line item as it is a material resource.

Jane said the total amount spent on the report, \$10,420.65, is correct for what was paid for the month; however there were some minor discrepancies within some of the line items. Line item 20-56-5110 Maintenance Services-Bldg. should be \$174. Line item 20-56-5520 Telephone and line item 20-56-5710 Utilities: in both of these cases, an amount was approved and then the bills came in the next day, so the line items do not correspond. On line item 20-56-6540 Janitorial Supplies, a Wal-Mart bill was forgotten so there is a difference in the line item amount and the amount paid. These line items should all be corrected by next report, but will not affect the total amount spent for the time period.

The revenues were all in order and showed a total fund revenue of \$478.90 for the month, all from library fees/fines, copier/fax usage. Sharon moved to accept the treasurer's report as presented by Jane, and Frank seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the income and expenditures for March 2012 in detail. The final total for the period, \$16,886.41 is correct, but like the treasurer's report, there were discrepancies within some of the line items. Line item 6510 Office supplies should be \$255.84, not \$455.84 as shown. Line item 5620 Travel expense will increase by \$80.94 because enough was not included in the mileage to account for the travel to the book fair and gathering material necessary to support the Maddux Trust matter. There was some discrepancy about the placement of expenditures for audio books

appearing under periodicals. Sharon told Christi to contact Rita at City Hall and have the materials recorded under the correct line items so the report would be accurate. The total amount, as stated earlier, should remain the same. Some points of interest are that four special programs for the summer festival have been paid. Next fiscal year, Christi will start purchasing industrial cleaning supplies to save over store bought supplies. With recent purchases, Christi has been concentrating on books and materials for children in 3rd-12th grade; an area she believes has been neglected. Darren made the motion to approve the bills and Wendy seconded. All were in favor and the motion carried.

Circulation Statistics: The report showed significant decreases in adult use (1936 for 2012, compared to 2271 for 2011); manual checkouts (101 for 2012 compared to 251 for 2011); and Tumblebooks (53 for 2012 compared to 211 for 2011). The children use was the only area that increased, (722 for 2012 compared to 556 for 2011.) Areas that remained close were young adult and renewals. The overall total showed March 2012 as 436 less than 2011.

Director's Report: Christi reported that she hired a new part-time library staff member, Mark Holt, and is pleased with his performance to date. YA Section on the agenda will be presented next month. Christi purchased several new cases to house the DVD collection.

Grant: The environmental analysis was conducted and found no asbestos in the basement. Sharon contacted Dave Rodden with HMG who told her in his professional opinion, a four year old soil analysis should still be good, which is what the library has. Arcturis should have the revised plans and construction cost to Christi by April 11.

Christi has determined the refrigerator is working. The board approved the purchase of a new one at the last meeting after being told it was not keeping items at the proper temperature. With the change in status of the refrigerator, the board has decided to hold off on the purchase at this time.

The board received a list of summer programs Christi and Darren lined up for the summer festival. Christi said the programs are appropriate for children, but adults can enjoy them as well. There are 7 total programs, 4 in June and 3 in July. Wendy said she gave Christi a notebook of all the past summer festival information including donors and their addresses, sponsors, past vendor/performers, past advertisement examples, numbers of flyers and brochures ordered in the past, etc. She reminded Christi the cut-off date to turn in the summer program schedule to be included in the Belleville News Democrat's special summer edition was April 13.

Christi has requested board members come for a work day. Two dates were set, April 18 and 19 for 2 hours each morning. Board members can attend either day. The purpose is to clear out old items to be sold at the upcoming city yard sale. (Storm door that did not fit the front, an old table left by Jim who said it was not his, old seasonal items of no use to the library, etc.)The work days will also help clean the area by the stairs that has gathered boxes and old paint and other items over the years, so the stacking chairs can be placed there.

The parks department will assist and will even move some cabinets from the current first floor level up to the upstairs workroom to make room for Christi's desk to be positioned and set up properly.

The conference Christi attended left her with some great ideas about starting book clubs and genealogy research, and mentioned an app program that would assist in gathering public opinion on ideas for a new library, if grant money was awarded.

Christi reported that one of the new back doors has hinges in the wrong location due to supplier error. John with Aviston and the supplier are coming to look at it to correct the situation.

Christi said she reviewed a report from last August that discussed mold in the basement and the recommended procedures to take. She said several of the actions were done, but the space was never properly vacuumed and never sealed with an antimicrobial material. The board said Christi can contact Chase Environmental and get a bid. It was pointed out that a mold test was never conducted to determine if mold, and what type, is present.

Standing Committee Reports:

Budget Committee had nothing to report.

Long Range & Personnel Committees had nothing to report.

Building Committee: Wendy reported that the building committee will place landscape and sign options on hold at this point because of the grant.

Technology Committee: Christi ordered the new sound system today as recommended by Frank.

City Council Liaison: Dave reported he is receiving complaints from alderman about the idea of building a new library. Darren said the best thing we as a board can do is to keep them informed.

Old Business:

Telephone: Nothing new to report from City Hall on getting better rates.

Calendar: No items due this month.

75th Anniversary: Sharon reported getting in touch with the history teachers and having students write about the history of the library. She is researching the names of former board members and found several years of missing minutes in the archives.

The flag case is close to being complete. Darren hopes to pick it up next weekend.

New Business: Serving Our Public Guidelines: There are 12 chapters and one will be discussed per month. The board received a copy of Chapter 1 Core Standards. A quick review showed the library is in compliance with most of the 29 core points. Core 4 is an area Brad will be in charge of, that deals with Bloodborne Pathogens Standards, because of his profession. Core 8 included a section that said the

location and room that the board meets in must be accessible to persons affected by the IL Accessibility Code, and the current meeting room does not meet that requirement.

Custodial Services: Brenda, the custodian wants \$75 to vacuum and dust upstairs once a month. The board felt that was too much money. Christi said one of the basement dehumidifiers is flashing full. Dave Laws said he would take care of that. He would talk to the city employees to reset it.

The historical society has a bedroom set that is on loan from the library, but a recent newspaper article that was written by the historical society states that the set was donated to them by the library. Christi is going to contact the society and get clarification because the bedroom set was never donated.

Christi would like to offer patrons the opportunity to use their credit cards. Fines, copier expenses, faxes can all add up and it would be more convenient for the patrons who do ask about it, she reported. Most libraries have this option and it would not cost the library anything, Christi said. The only drawback is no VISA. Sharon made the motion to accept credit cards if there is no cost to the library and Darren seconded the motion. All were in favor and the motion carried.

Library TIF District: Christi had a page for the board members to sign from the city that would indicate the boards' approval to extend TIF Districts 1 and 2 from ending in 2021 to ending in 2034. The board wanted more of an explanation. Barb believed there was another page that explained it but her computer could not print it so she sent the file to Christi. Christi said there was only the one page. The board decided to table this until further explanation could be obtained from Alissa Boerngen, city administrator.

There was no public comment.

The meeting was officially adjourned by Barb at 9:05 pm. The next meeting will take place on Monday, May 7, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary