

Meeting Minutes  
Case-Halstead Library Board of Trustees  
March 5, 2012

**Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary (arrived at 7:40 pm), Sharon Berdeaux, Frank Buckingham, Kim Stamps, David Laws-City Council Representative (arrived at 7:30 pm), Christi Gerrish-Library Director **Absent:** Brad Hoffman

Barb called the meeting to order at 7:12 p.m. and the Pledge of Allegiance was recited. (First meeting held upstairs.) The minutes from the February 6, 2012 meeting were presented. Jane made the motion to accept the minutes and Kim seconded. All were in favor and the motion carried.

**Treasurer's Report:** Jane pointed out that 75% of the year has passed and the library is within budget. She reported that this fiscal year, the library has benefited from donations. Telephone expense is lower this month (Jan.) compared to previous. She said the city is still "working on it," in reference to negotiating the best contract. Sharon moved to accept the treasurer's report and Darren seconded. All were in favor and the motion passed. Dave arrived at 7:30 pm from a city council meeting.

**Director's Report:** Christi started selling outdated or unnecessary books, online through Amazon. Between this and the book cart, money is coming in. She reported that certified letters are being sent when overdue items are valued over \$50. Christi said this has already helped the library recover hundreds of dollars of materials.

Wendy arrived at 7:40 pm and took over the recording of the meeting from Frank.

Christi reported that Serpentine Web Solutions of Carlyle is ready to add a logo to the library's new website. As the library does not have a logo, she presented one that showed a tree of knowledge over an open book that was custom designed. Dave made the motion to accept the logo and Darren seconded. All were in favor and the motion carried. Christi said she can now order director business cards that will include the logo.

Christi said there are six programs booked for the summer festival. They will be spread throughout the summer months and will not be scheduled the week of July 4 or during the Clinton County fair. More details will follow, she said.

The new copier arrived and is wonderful, according to Christi. She has received four applications for the open, part-time staff position to date. Her requirement in addition to working with children; is to be able to lift 25lbs and push 50lbs. Christi feels this is necessary with all the books they move around.

Christi was on WCXO radio on Feb. 22 promoting the library. Barb said she heard positive feedback. Christi was also on WDLJ radio on Feb. 28 and they invited her to do a monthly spot.

On Feb. 29, Darren and Barb joined Christi for an upstairs workday; cleaning out the storage room and starting on the attic. Several old books and damaged artwork were discovered in the attic. The artwork was set aside for further investigation and the old books need to be sifted through. Several other items, gathered over the years and of no use to the library, were set aside for the city auction. The Parks Department helped take away a lot of trash.

“On the Front Lines Library Conference” is taking place March 12-14 in Springfield, IL. Christi is attending and through a grant, is able to cover the cost of the hotel and conference fees. The agenda is to discuss IL grant programs, circulation strategies and library policy. Christi said it will be an opportunity to share ideas and gather knowledge from other librarians.

The staff training took place in Feb. and Christi said the current staff is now certified. They learned many things and had to change how they have been cataloging. She is working on a procedures manual. Kim asked Christi if she was feeling overwhelmed. Christi said not yet, but could be soon.

**Bills and Statistics:** Christi reported that the Feb. telephone bill is up, but per City Hall, will be going down. The library’s budget will soon reflect a credit of \$288 for overpaid telephone and the average monthly bill should be about \$40. Christi said there is a problem with only one phone line at the library because they must take turns to conduct business, and comments have been made that the line is always busy. She uses her personal cell phone for library business to help with the situation. Dave said there is a \$25 rebate for city department heads’ cell phone use-age that Christi should take. But, it comes out of the library’s budget, he warned. All present board members agreed that the \$25 rebate should be utilized by Christi.

Utilities should decrease in the future now that all the apartment windows and attic door are closed, said Christi. (Attic door was open throughout the new carpet install and it was discovered that a couple of the upstairs windows kept falling open from the top.)

The monthly statistics showed a slight decrease in young adult use for Feb. compared to last year. Overdrive figures continue to rise as word is spreading about the e-book program. Darren asked if the young adult figure was down because of Overdrive, but Christi said there is no way to know that from the numbers alone.

**Standing Committee Reports:** Long Range & Personnel Committees had nothing to report.

**Building Committee:** Wendy reported that the carpet job would be complete within the next 10 days. There would need to be another workday scheduled after the carpet completion to continue with the reorganization of the downstairs director’s area.

An eagle scout looking for a project contacted Wendy. The committee hopes he can assist with a new young adult reading area. Someone donated \$2000 as reported at the last meeting for this purpose and this would be a good opportunity to make it happen.

Christi spoke of some reorganization areas she would like to see, including moving the reference area so the young adult area could be located there.

It was reported that a different company was hired to fix the lock issue with the door because Brent's Lock and Key did not respond after several inquiries. The staff members were having a very difficult time locking the library at the end of the day and the problem needed resolved.

Christi felt the old refrigerator left by Jim was not keeping a cold enough temperature and that after a period of a day, she could not trust the safety of food leftover. Barb received a bid for a new refrigerator for the library for \$500 from a Bartelso source, plus a \$60 delivery and removal fee. Sharon made a motion to purchase the new refrigerator and Darren seconded. All present were in favor except Frank and Wendy who voted no. Motion carried.

**Budget Committee:** Reported that they met and most of the major changes to the new proposed budget came from input given by the Long Range Planning Committee. Jane reviewed the 2012-2013 Proposed Budget in detail. A few areas discussed: the addition of \$300 for a movie license, \$10,000 included in line item 5330 legal fees, \$200 increase for postage, \$800 added for pest control, \$450 added for a maintenance plan for heating and cooling components, an increase in custodial cost to \$300 per month to include upstairs, and \$500 added to office supplies. The budget will also show the \$2000 to spend for the young adult area which was donated. Removed from the budget were stacking chairs, as Christy was able to get them free as a donation from the O'Fallon Public Library where she used to work. She also secured 2 carts to hold them and her father delivered everything on Feb. 29. After review, Darren made the motion to approve the 2012-2013 Budget with changes discussed. Frank seconded; all were in favor and the motion carried.

**Technology Committee:** Frank said this committee is not needed as much anymore because Christi is more familiar with the types of computers and equipment she needs than the previous director, Jim. However he said they can remain to support Christi as needed. Christi said she would like them to go through the equipment in the wardrobe so she can know what items to get rid of at the Boy Scout's recycle electronic drive on Sat. March 31 at the City Pool. Frank agreed to look at the equipment.

Frank has done research and made a motion to spend up to \$1000 for a portable sound system for the library. Sharon seconded this motion and all were in favor. Motion carried and Frank is to go ahead and purchase the system. The board said it trusts his decision on finding the best option for the library.

**City Council Liaison:** Dave reported that he checked on sump pumps and the ones with the back-up systems are considerably more. Christi reported the basement has been dry lately and since the old

sump pump is still working, it was decided to hold off on the sump pump at this point. Christi is to check the basement periodically to make sure it is not flooded.

**Old Business:** Barb asked Christi to talk to Brenda the custodian about vacuuming upstairs once a month. A quick review of the 2012 library calendar was done and the main item with a fast approaching deadline is the grant application Christi is trying to complete.

**75<sup>th</sup> anniversary:** Sharon provided a list of 16 ideas for the celebration. She wants to see it as a year-long event, with at least one activity per month and stressed that she needs everyone's help. Sharon would also like to see a special website or link for the anniversary. Christi shared an idea of a library cookbook.

Barb wondered if there would be another intern available, like Jolanda Durbin, to assist with activities related to the 75<sup>th</sup> anniversary or with starting a "Friends of the Library" program. Christi will check in to this. Barb suggested finding all the former board members and inviting them to a reception to get them involved again and hear some of their stories.

The flag case is still being constructed, according to Darren.

**New Business:** "Serving our Public Guidelines" review was held off by Barb for the next meeting because it was getting late. Christi said there are OMA and FOIA requirements for all board members. There is an online training that everyone is expected to complete by the April meeting. It will take approximately 2 hours and is an annual thing. Christi will send the information.

Christi said there is an online storage service called Sugar Sync that securely holds all archival materials. The cost is \$8 per month and she believes this is needed. Sharon made the motion to add \$100 to the 2012-2013 Budget that was approved earlier in the meeting under professional services for online storage. Darren second; all were in favor and the motion carried.

Christi researched options and wishes to purchase a \$450 projector and a Sony Vaio Laptop for \$580. Wendy made the motion for Christi to purchase the equipment as outlined and Kim seconded. All were in favor and the motion carried. Dave said a purchase order is needed.

At Barb's request, a motion was made by Jane, seconded by Sharon, to go into closed session to discuss the Maddux Trust. The Board went to closed Session at 9:20 pm and the regular meeting resumed at 9:50 pm. There was no public comment.

The meeting was officially adjourned by Barb at 9:55 pm. The next meeting will take place on Monday, April 2, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary