

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

Board Members 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

Guests Present: Mayor Jan Fauke, Scout Leader Phyllis Bango, Boy Scout Robert Absher, and Contractor Jerry Nolte (arrived at 7:15pm)

Barb called the meeting to order at 7:05 p.m. and the Pledge of Allegiance was recited.

Standing Committee Reports:

Building and Grounds: The floor was given to Robert, the Boy Scout, who presented drawings to scale of the book shelves and window seat for the young adult area. He presented a new bar stool that would fit the proposed table. The window seat would be painted and the bookshelves stained with a color to be determined by the building committee. It was decided to use metal shelves from the library to house the movie collection on the wall opposite the custom book shelves. Costs were discussed and it was found that the project will exceed the \$2000 donated amount by at least \$1500.

Robert did not have any ideas at this point for fundraising and his scout leader said they would explore some, including approaching the different businesses in town. It was suggested that the upcoming book sale in Sept. could be managed by Robert with proceeds to benefit the young adult area.

The board thanked Mr. Nolte, Phyllis, and Robert for their time and they left at 7:30 pm. We told Robert and his leader we would be in touch after reviewing all the new information and requested copies of the drawings and proposed costs be left with the front desk on the way out.

Budget Committee: Nothing to report at this time.

Long Range Planning Committee: Nothing to report at this time.

Personnel Committee: Nothing to report at this time.

Meeting Minutes: The minutes from June 4, 2012 were reviewed and Christi pointed out that under the technology committee report, the Norton antivirus software should have been reported at \$7 per computer per year and not \$7 per month. A motion was made by Jane to accept the minutes from the June 4, 2012 Board Meeting with this one correction. Kim seconded and all were in favor. Motion carried.

Treasurer's Report: Jane did not have a treasurer's report to review and will have two next month.

Bills and Statistics: Christi reviewed the income and expenditures for June 2012 in detail. The income section did not show this total, but Christi reported to date, \$2197 has been received from donations for the summer reading program.

Under expenditures, all appeared in order. Items highlighted by Christi included Line Item 5490 Other Professional Services which included the addition of the new phone that can handle the library's rollover line.

Line Item 8800 Books & Other Materials for \$2954.52 was because June is a big month for preorders. Christi said in 1 week, the new barcodes will be on the new materials.

Line Item 8900 Other Improvements included the \$788.50 May bill from Brinsbacher & Griffith for legal issues. Christi said \$35 should have been included under Line Item 9290 Misc. for a touch up to a portrait of Eckstein Case.

Darren made the motion to accept the bills and Sharon seconded. All were in favor and the motion carried.

Director's Report: Christi has been pleased with the attendance at the summer festival events. She compared our attendance per size of community with O'Fallon's and found them comparable. She reported that the after-hour movies for the teens have been popular. She said they were averaging 10-15 kids, enough to eat 3 free pizzas provided by Pizza Hut. She said the last Friday however, they had 25 kids and will adjust the number of pizzas. She expressed gratitude to Wiegmann Ford for allowing the use of their popcorn machine.

Kim asked about the adult programs and if they would continue in the fall. Christi said they have not been as well attended, possibly because they were all craft-related, but wants to see a continuation of adult activities and programs. She has spoken with Ellen Leaf-Moore of Fezziwig's Marketplace in Lebanon about a tea program for the fall.

Dave Laws had to leave at 7:50 pm, but not before he was thanked for his service on the library board. (He resigned from the city council after accepting a position on the county board and will no longer be the library's city council representative.) Unfortunately he did not get to enjoy cake Christi bought as a thank you for him.

OCLC Contract: OCLC is a nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs. More than 72,000 libraries around the world participate. The Case Halstead library is now connected and the cost is \$487 per fiscal year, \$500 was budgeted.

Grant Update: Christi reported the decisions about the libraries who will be receiving grants has been made, but no information will be provided until the approval letters have been sent out by the end of this week.

Volunteer for Community Service: Christi said there is a woman from the Belleville area who is required by law to do 50 hours of community service. She wishes to volunteer at the Case Halstead Library to fulfill her legal obligation. The board agreed that as long as she completes a background check and Christi can use her assistance that would be fine. Christi will contact the police department for advice on how to proceed.

Website update: "Any day now" is what Christi reported.

AED: Automated External Defibrillator, Nothing new to report. Brad was filled in on the previous meeting's discussion regarding the various types Christi had researched and her findings on grants available. Mayor Fauke said it was true that all departments were provided with an AED, so the library board still wonders where the library's AED is.

Other Reports:

City Council Liaison: Mayor Fauke had nothing to report except to say that she hopes to have another council member appointed to serve on the library board by next month. She will come to the meetings until that is a reality.

Old Business:

75th Anniversary: Sharon had nothing new to report.

Officers and Directors Liability: Barb had nothing new to report.

Case Bedroom Set: Barb drafted a letter for the museum board and read it. The main point was to explain our understanding of the ownership

OMA Training: One board member still needs to complete training as outlined for the Open Meetings Act.

Parks Line in Budget: Mayor Fauke explained that the Park's Dept. accumulates many hours of time working on items outside of normal 'park duties' to help other departments and to save the city money, as many of them are minimum wage. She used the painting of the library as an example. She said therefore, their salary amount is overinflated in comparison to other departments and wants accountability up front. That is the reason for asking the library and other departments to include an amount in their budgets for services provided by the Parks Dept.

New Business:

Nominating Committee Reports: Frank, Darren and Brad met and decided that if everyone was agreeable, to keep the same people in their current roles as officers on the board. Everyone was in agreement so Sharon made the motion to accept the current officers for the next fiscal year and Frank seconded the motion. The official oath will take place next meeting.

Rotary Grant: Through a grant made available by the Rotary Club, e-readers are being awarded to the Case Halstead Library. The announcement will be made at the district level meeting on July 28. Barb suggested that the next scheduled local meeting for the Rotary Club of Carlyle, that Christi, who is a member, arrange a press release and invite members of the board.

At 8:05 pm, Brad made the motion that we enter a closed session to discuss legal matters in relation to the Maddux Trust. Darren seconded the motion and a closed session was entered. Present was Barb Guebert, Darren Tracy, Jane Bullock, Wendy Folen, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish, Mayor Jan Fauke

At 9:35 pm, the library board came out of closed session with a motion by Sharon and a second by Jane. Mayor Jan Fauke left at this time.

There was no public comment. The meeting officially adjourned at 9:39 pm. The next meeting will take place on Monday, August 6, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary