Meeting Minutes

Case-Halstead Library Board of Trustees

December 3, 2012

**Meeting Location:** Case Halstead Library,571 Franklin Street Carlyle, Illinois 62231

**Board Members Present:**  Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Christi Gerrish-Library Director **Absent:** Jeff Taylor-City Council Liaison

**Also Present:** Mayor Jan Fauke

Barb called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

**Meeting Minutes:** Construction committee minutes from Nov. 1 were presented and Darren pointed out his last name was misspelled in addition to one minor grammar correction. With the two changes, he made the motion to accept the construction committee minutes, which Jane seconded. All were in favor and the motion carried. The Library Board of Trustees minutes from Nov. 5 were presented and Sharon said the Maddux Trust land auction took place on Tues. Nov. 27, not Wed. Nov. 28 as written in the minutes. She made the motion to accept the minutes with this date correction, and Brad seconded. All were in favor and the motion carried.

**Treasurer’s Report:** Jane reviewed expenditures and revenues for the 6 month period ending Oct. 31, 2012, and said everything was in order. Brad made the motion to accept the treasurer’s report as presented and Sharon seconded. All were in favor and the motion carried.

**Bills and Statistics:** Christi reviewed the Nov. 2012 Income and Expenditures Report. She noted that the E-rate reimbursement amount of $553.52 was half the normal amount received. She also noted that money received from Amazon book sales are directed straight to the library’s savings account which explains some of the difference between her total figure and City Hall’s total figure as shown on the report. Under expenditures: Christi said that even though a new library building is in the near future, the current library needs to be maintained to operate safely and efficiently. Mid Eastern was contracted through the city to check all systems which accounts for the $195 amount listed under Line 5120 Maintenance Equipment. She highlighted a new Binsbacher & Griffith legal bill for $1670.63 under Line 5330 Legal Fees. This amount was for phone calls made regarding the First National Bank in Carlyle’s error of not properly listing the Maddux Trust as a charitable organization. Sharon objected to this bill being the responsibility of the library or the city. She feels strongly that since this was a bank error, the bank should be responsible for the legal expense. Mayor Fauke agreed with Sharon’s point and said that we should hold the legal bill and Christi needs to confer immediately with the administrative office at City Hall on redirecting it to the First National Bank. Sharon made the motion to accept the bills with the exception of the $1670.63 legal bill and Frank seconded. All were in favor and the motion carried.

Circulation statistics showed a significant increase in all areas except manual checkouts from Nov. 2011. The 2011 report did not show computer use, but the 2012 report does and it continues to be on the increase at the library. According to Christi about 20 patrons use the computers every day. She said starting next month we should be able to compare Overdrive figures with the same month from the previous year. (Overdrive is the library’s source for e-books.)

**Director’s Report:** Upcoming library programs include **“**Christmas Candy” by Covered in Chocolate on Thursday Dec. 6. The library will be hosting the Dickens’ Carolers as is tradition, on Sunday Dec. 9 at 4:30 p.m. at the Messiah Lutheran Church’s fellowship hall. Father Jack Frerker will be discussing and signing copies of his seventh novel, Crosswords on Dec. 20th. The novel is his fifth mystery.

Christi announced that the theme for the 2013 Summer Reading Program is “Have Book will Travel.” Christi asked if she needed a motion to place an order of $179 for themed sling book bags, tumbler glasses, and a banner for the summer reading program. Barb told her that was not necessary and Christi said with the sling book bags, she is planning on purchasing 140 for children and 40 for adults. Sharon asked if library programs are being included on the city’s digital sign that sits on the corner of the library property. Jan said they could be if Christi would give the information to city administrator Alissa Boergnen in advance, starting with January. Christi said they handed out 200 flyers at the parade promoting the Dec. events.

**Standing Committee Reports:** TheBudget, Long Range Planning, Personnel, and Building and Grounds committees had nothing to report at this time.

**Other Reports:** The Construction Committee: Barb reported that she and Christi met at 4 p.m. that day with the city’s finance committee, which includes aldermen Don Perez, Brent Sheathelm, and Jeremy Weh. The three said they would like a thorough report on the board’s selection so they can be ready to propose it to the city council. Several questions they hope we have asked the potential construction managers include: Who holds the liability insurance, the CM or the city? How much do change orders cost; is it something like cost of materials plus 2.75% profit? And what about change orders prior to construction? Why is a construction manager needed in addition to a general contractor? The fiancé committee expects several of their fellow council members to have many questions as well and said the library board/director needs to be prepared. At the council meeting, it was recommended by the board that Keith Poettker could be available to answer any questions. Frank suggested library friends could come and speak during public comment portions of the meetings in support of the library.

Ken Mehochko, city of Carlyle attorney has the contracts for the construction managers and the architect for his review/comment. Mayor Fauke said that all proposals with contracts need to be signed at the city level. Barb and Christi hope to meet with the finance committee again on Monday Dec. 10 prior to the city council meeting, provided Mehochko meets the Friday deadline.

**City Council Liaison:** No report.

**Old Business:** We reviewed Chapter 3 Personnel of Serving our Public and found that the personnel standards are being met at the Case Halstead Library. We are on the low side of staffing levels as stated in the journal, at 2.5 % instead of 2.75% according to Christi. In January, performance appraisals will be taking place for the staff.

Sharon reported that the appearance by the library in the Christmas in Carlyle Parade was a success. She thanked Frank for the loan of the generator to have lights on the float and for the costumes provided by him and Dr. Deanna DuComb. She thanked Darren for his work on the float and everyone who helped, especially the theater students. She said they ran out of candy early.

75th Anniversary: Sharon said the slogan was on the float and is now on the website. She and Darren looked at scanned pictures earlier that day and will be meeting again next Monday for audio edits.

**New Business:**

Resolution for Grant Funds: Christi had nothing new to report. She said this is another item that is on the desk of city attorney Ken Mehochko.

Library Closure Dates: Monday Dec. 24 Christmas Eve, Tuesday Dec. 25 Christmas Day

The board was provided with a sheet of meeting and closure dates for 2013.

The Performers Showcase is scheduled for Sat. Jan. 26 at 9 a.m. at the Fairview Heights Library. This is where performers that are available for summer reading programs give a short presentation of their act. Christi is going and said if any other board members want to go as well, to contact her. Darren said he would be interested in going again this year.

There was no members of the public available for comment, but several board members agreed that we need to promote the good news of the new library paid for by grant and donated money to the community. Frank said he would be willing to write a letter in support and Barb said we should also include other people both in and out of Carlyle and hear their thoughts on the new library.

Christi said the library is on Facebook and that is a way of promoting the new library. She asked all board members to “like” the library on Facebook because 30 “likes” are needed to get statistics.

The meeting officially adjourned at 8:05 p.m. The next board meeting will take place on Monday, January 7, at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary