Meeting Minutes

Case-Halstead Library Board of Trustees

November 5, 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, Kim Stamps, Christi Gerrish-Library Director **Absent:** Brad Hoffman and Jeff Taylor-City Council Liaison

Barb called the meeting to order at 7:15 p.m. and the Pledge of Allegiance was recited.

**Meeting Minutes:** Sharon said the Sept. 4 kick-off date for the library slogan contest should be changed to Oct. 4, the correct date. Darren said the float selected for the Christmas Parade at last month’s meeting was the car design, not the house design as stated in the minutes. Sharon made the motion to accept the Oct. 1 minutes with those two revisions and Jane seconded. All were in favor and the motion carried.

**Treasurer’s Report:** Jane reviewed expenditures and revenues for the 5 month period ending Sept. 30, 2012, and said all was in order. She did point out the dollar amount on expenditures Line 20-56-5110 Maintenance Services Building, may appear larger than normal because it was for two months of cleaning the library. Overall, she said we are in good shape in respect to staying within budget. Darren made the motion to accept the treasurer’s report as presented and Kim seconded. All were in favor and the motion carried.

**Bills and Statistics:** Christi reviewed the Oct. 2012 Income and Expenditures Report. She noted that the 2011 Per Capita Grant of $3364.67 was finally received and is reflected on the revenue report. Under expenditures: The telephone bills are lower because of better long distance rates from a renegotiated city contract. Christi said Line 8800 Books for $4762.68 included the last of bulk buying and the numbers in that category will not be as high in future months. Line 9250 Special Programs included a payment to Gary Jackson payment for an adult program and Halloween candy. (40 kids participated in trick-or-treat at the library.) Line 5620 Travel Expense of $162.07 was for board members mileage when they carpooled to tour the Glen Carbon Library, Mascoutah Library, and the Centralia Cultural Society. Barb recommended Christi hold off submitting the mileage expense until 2013, since it is part of the Maddux Trust and subject to Capital Gains if drawn upon in 2012. Jane made the motion to accept the bills with the one revision of holding the board members’ mileage submittal until Jan., and Sharon seconded. All were in favor and the motion carried.

Circulation statistics showed an overall increase from Oct. of 2011. 16 people attended “Jack the Ripper, Revealed” adult program on Oct. 25, and 37 people attended the Animal Tales “Creepy Critters” children program on Oct. 18.

**Director’s Report:** Upcoming library programs includeJames Bond movies at the library starting this Friday, Nov. 6 and playing several more Fridays if there is interest. Christi selected this in honor of the 50th anniversary of James Bond and said Marvin Wiegman is allowing the library use of his popcorn machine. Christi is looking into a Christmas Candy program in the near future with Covered in Chocolate and will report back with more information.

Christi reported door problems with the back door that leads into the hallway by the microfiche room. Aviston Lumber, the door specifier and supplier, said they could not help. Due to issues at City Hall about aldermen working on city owned properties, Mayor Fauke called six locksmiths and finally got one from Taylorville to come out and work on the door so they could secure the library. The locksmith found a broken off piece in the lock. The door will work to exit, in the case of an emergency, but it can no longer be used as an entrance.

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

**Old Business:** Review of the 2012 Library Calendar showed a family reading night. Christi said there is nothing special planned this year because of all the time spent with the trust and grant, etc. She said she will plan something for this occasion next year. Another item on the library calendar was to review the library policies and the board and Christi are satisfied this has been fulfilled this year.

Sharon and Darren said they will contact the float maker to confirm delivery of the car design float for the Christmas in Carlyle parade. They will get an invoice or contract. Sharon scheduled a place on the parade line-up which begins at 6 p.m. on Friday Nov. 30. She will let us know the location when she knows. It was decided we will give out smarties candies and flyers of upcoming events. Christi is taking care of the flyers and the candy. Frank said Deanna has period costumes and they have six young people who have expressed interest in walking alongside the float in costume. Barb asked Christi to see if any of the staff would be interested in participating.

75th Anniversary: Sharon said interviews have been going well for the visual presentation she is preparing and they are continuing. She said 68 slogans were received from the slogan contest and First National Bank in Carlyle did agree to sponsor the prize. She wants to see the winning slogan displayed on the float as the official kick-off for the 75th anniversary celebration.

The board reviewed the slogans and the favorite reads, “Anchored in the past and planning for the future, Case Halstead Library - since 1938.” Frank made the motion to adopt the slogan and Sharon seconded. All were in favor and the motion carried. Christi will notify the winner, Mr. Bob McHenry of Paris, IL and arrange a time to present his prize, notifying the Union Banner so a picture can be included in the newspaper.

**New Business:**

SHARE ILS: This is a bibliographic service, subscribed to through the Integrated Library Service for the period of 7/1/12 through 6/30/13. The library will be receiving a credit of $716 that Christi said must either be applied to this subscription or towards equipment upgrades. Christi would like to see the credit applied to a much needed additional scanner and a receipt printer. Barb said she would prefer to see the credit go towards the upgrades because the subscription is already accounted for in our budget. The board agreed and the credit will be used for equipment upgrades.

Gale: Christi questioned if this program should be renewed because it does not get much use. The renewal cost is $967.90 and she noted it has been available for 6 months and used 10 times. Gale is an online database that offers legal forms, kid info bits, health and wellness topics, Chilton Library, career transition, and more. It is on the computers at the library and can be accessed offsite as well. The board agreed it should be renewed and needs to be promoted more. Darren suggested a “Have you met Gale?” approach and that flyers or buttons could be made. Frank suggested a computer could be designated for Gale use as a way to highlight the program until it catches on. Christi said the staff was trained months ago and she will make certain they know how to use it themselves to be able to assist patrons.

Library Closure Dates: Monday Nov. 12 Veteran’s Day, Thursday Nov. 22 Thanksgiving, Early closure Dates: 5 p.m. closing time on Wed. Nov. 21 and Friday Nov. 30 (Parade night)

Christi said the SHARE Library system will be offline for 2 weeks approximately between 3/25/13 through 4/19/13. During that time, patrons will be required to show a library card to check out materials. Christi said it will be a good time to get records updated.

The board took a break at 8:30 p.m. and shared some birthday cake Barb brought in honor of Christi’s birthday. The meeting resumed at 8:40 p.m.

It was reported that on Nov. 1, Barb, Christi, Jane, Wendy, Darren, Brad, and Sharon met with three additional Construction Management companies. (The board met with Holland Construction Services in Aug.) They were The Korte Company, Musick Construction Company and Poettker Construction Company. The committee felt most strongly about Poettker of the three companies and decided to check references on Poettker and Holland. Each company left extra information packets for members unable to attend.

Brad, who was not present, submitted a note that was read, stating his preference for Poettker and the reasons. Barb suggested before we vote as a board on a CM, that we need to do our due diligence and double check references. Projects were selected and an even number of projects from both companies were assigned. Kim, Darren, Christi and Frank had Holland jobs to call about and Barb, Jane, Sharon and Wendy had Poettker jobs to call about. We agreed to report our findings and vote on the matter at a special board meeting to take place on Nov. 14 at 7 p.m. Questions to ask were discussed and Wendy offered to create a questionnaire so everyone would be on the same page. She would e-mail it to the other members the next day.

Wendy had several questions on the Arcturis contract that Christi will forward to Megan Ridgeway.

The auction of Flora Ethel Maddux’s land in trust will take place on Wed. Nov. 28 at 7 p.m. Board members are asked to attend if possible.

Photos were shown of libraries toured by the construction committee. Glen Carbon Library was one that Barb had taken several pictures of and along with Frank, took important notes for our reference when we plan. The Glen Carbon Library had many elements the committee liked. Mascoutah Library was also shown and discussed. Barb provided photos of the audio visual room in The Maschoffs headquarters, worked on by Poettker.

There was no public comment. The meeting officially adjourned at 10:25 p.m. The next board meeting will take place on Monday, Dec. 3 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary