Meeting Minutes

Case-Halstead Library Board of Trustees

October 1, 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 (arrived 7:20), Kim Stamps, Christi Gerrish-Library Director, 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:** Sharon made the motion to accept the Sept. 4 minutes as presented. Kim seconded; all were in favor and the motion carried.

**Treasurer’s Report:** Jane reviewed the revenue side of the report and pointed out the new line item 20-3831 Donations that allowed a space for the $2000 anonymous gift for the benefit of young adults. This will help keep better records of the summer reading donations and book sale donations. On the expenditures side of the report, Jane pointed out Line item 20-56-5110 Maintenance Services to the building. She said the cleaning amount was approved but the bill had not arrived at the time of the report so Sept. will show a double amount. Two bills have arrived for line item 20-56-5330 Legal Services after the time of this report. Frank made the motion to accept the treasurer’s report as presented and Darren seconded. All were in favor and the motion carried.

**Bills and Statistics:** Christi reviewed the bills shown under the Income and Expenditures Report. The $12477.50 legal fee on line item 5330 was for the court hearing and the $110.40 to City Attorney Ken Mehochko was a phone call to him that included Mayor Fauke, City Administrator Alissa Boerngnen, Barb and Christi. The telephone line item 5520 amount of $66.86 is correct but the itemized amount of $41.86 for AT & T was missing from the report. The $79.80 travel expense on line item 5620 was travel to Springfield for a Region IV South Conference. Christi would like to see the total amounts of income recorded by the library closer to the total amounts recorded at City Hall. The report showed library total of $764.20 and City Hall total of $915.75. Christi said the reason for the difference is that some of the book sales are not recorded immediately at the front desk due to high volume. Jane made the motion to accept the bills as presented and Sharon seconded. All were in favor and the motion carried.

Circulation statistics showed a substantial increase in Tumblebooks usage from the same month last year. Adult checkouts were down however. Christi said that many patrons are not interested in placing a hold on popular books that keep moving off the shelf. They say they will just check back at a later time. She believes the words “on hold” are a turn-off for people and will try to say “waiting list” to encourage people to sign on so they can get the book of choice. Christi reported that 14 people attended the Fezziwigs Marketplace Tea Program at the library.

**Director’s Report:** Upcoming library programs include **“**Creepy Critters” by Animal Tales on Oct. 18 at 6:30 p.m. for children and all ages. “Jack the Ripper Revealed” will take place on the 25th at 6:30 p.m. for older teens and adults. The library will participate in Trick-or-Treat from 6 p.m. to 8 p.m. on Halloween. Barb said to include that on the library website.

Part-time staff employee Mark Holt resigned because he is moving out of the area and his last day is Oct. 5. Christi will put an ad in the Union Banner for a new part time employee and has changed the hours that will be required. She will be on vacation from Oct. 20-24 and also in Dec. and will provide the dates. Christi said she would e-mail an updated list of the staff and board members that will include Jeff Taylor.

Brad Hoffman arrived at 7:20 p.m.

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

Wendy said the Building and Grounds Committee recommends the termination of the young adult project with Boy Scout Robert Absher in the current Case Halstead Library, in light of the fact that a new library will be built. She discussed this with Scout Leader Phyllis Bango and told her that it could be very possible for Robert to work towards his Eagle award in the young adult space of the new library. Phyllis was going to talk with Robert and the Boy Scouts and then get back to the board if this would be of interest to determine an appropriate project. Wendy made the motion to end the young adult project at the Case Halstead Library and Sharon seconded it. All were in favor and the motion carried.

The Personnel Committee supplied minutes from their Sept. 14 meeting that included Jane, Brad and Darren. The purpose was to establish a format and schedule for the library director’s performance evaluation. They felt it best to use a form from the Manitowoc Wisconsin Public Library as a template. Input from the staff will be included in the evaluation and Barb recommended that everyone take the time when something is done well, to write it down. Darren is working with Mayor Fauke on how to proceed with salary discussions and the city’s Finance Committee. The scheduled date for the library director evaluation is Jan. 15, 2013. Barb thanked Darren and the committee for making so much progress.

**Other Reports:**

Technology Committee: Christi reported that two computers in the library are getting blue screens occasionally (not good) and she is researching the replacement cost.

**City Council Liaison:** Jeff had nothing to report at this time.

**Old Business:** Review of the 2012 Library Calendar showed that the per capita grant application is due this month and Christi will discuss it later in the meeting. November requires a review of the library policies which has already been started. There is still a need for a type of emergency communications and procedures manual. The calendar showed a family reading night and a children’s book week. Sharon said those used to be a big deal at the library to try to attract more people.

75th Anniversary: Sharon said they have started taping interviews of people with stories about the library and taking photos to include. She said they hope to have most things complete by early Jan. and the history projects that the junior high students are compiling will be complete in February. The slogan contest kicked off on Sept. 4 and is open to all ages to help promote the 75th anniversary. The last day to submit is Nov. 3. Sharon said the best entries will be brought to the board meeting on Nov. 5 for selection of a winner. The winner will receive their choice of a Nook reader or $100 in gift cards from local businesses. She is hopeful the bank will donate the prizes. Barb recommended business people be included in the interviews.

Jeff contacted the New Athens float maker and had pictures of float designs. They were passed around as the meeting continued.

Per Capita Grant: Christi discussed the tax levy that was a subject in the per capita grant application. She said the library does not use the maximum tax levy that is available. She said the library receives approximately $28,000 annually. If the maximum tax levy was received, the library would receive $49,635.53 annually. She said the per capita grant also raised the issue of programming and Christi said that she listed the main problem with the current library’s programming capabilities is inadequate space which everyone agreed. She said that is a reason we do not have as many young adults in the library because there is not a young adult space.

Last year $3485.46 was received from the per capita grant and most was spent on adult materials and programs. This year $3364.67 will be received and is less because the population decreased. Christi must file the application by Oct. 15 and the announcement of approval will be on April 2013. Christi noted that we still have not received the per capita grant check from fiscal year 2011.

**New Business:**

Serving our Public Core Standards: Christi reviewed the twelve sections of “Governance and Administration.” Barb said it is important for the board to be in touch with our legislators and to be advocates for the library.

Maddux Trust Update: Brad made the motion at 8:04 to enter a closed session to hear of an update on the Maddux Trust litigation. Kim seconded the motion, all were in favor and a closed session was entered with all board members and the mayor present.

At 8:42 p.m. the board came out of closed session and the open meeting continued.

Back to the Christmas float, the decision was to use the house design and Sharon will see if she has a truck that can pull the float. Barb said it would be good to get a contract for the float and Jeff said the man who makes them is real low key and doesn’t do contracts. It was decided that we need to do a contract to send to the man for our float.

A construction committee meeting for the new library has been set for Oct. 4 at 7 p.m. This will be an organization meeting to start discussing procedures with the new library construction. The construction committee will not be a standing committee.

There was no public comment. The meeting officially adjourned at 8:45 p.m. The next board meeting will take place on Monday, Nov. 5 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary