

Meeting Minutes
Case-Halstead Library Board of Trustees
January 7, 2013

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, Frank Buckingham, Brad Hoffman, Kim Stamps, Sharon Berdeaux, Christi Gerrish-Library Director

Also Present: Mayor Jan Fauke, Attorney Maurice Griffithe, Dr. Rob Hyten (arrived at 7:15 p.m.)

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

Before the legal update by Maurice began, Jane provided a status on the money from the sale of the Maddux Trust farmland. She went with Christi to the First National Bank and met with Deb Keilbach who provided a Statement of Asset Allocation that showed a balance of \$2,691,470.37 from the sale of the Maddux farm land, after expenses. Jane said she noticed the auctioneer fee was not shown on the report but the bank says the auctioneer has been paid.

Maurice discussed two resolutions he had drafted. One allows Barb, Christi, Wendy to make design decisions on behalf of the board and one requires the city of Carlyle to set up a separate financial account for the Case Halstead Library's new construction project.

Maurice said he would be meeting with the city attorney Ken Mehochko tomorrow about a variety of topics, including the building process, the role of the public library trustees, the definition of the owner as listed on the contracts, and excess funds.

Repaying the City for money spent on the library project was discussed next when Jan reported that Rita had worked up a summary of everything the library owes the City. Jan said the reimbursement starts with her term in 2008 when she allocated money at the request of the library board for legal advice (\$10,000). Sharon said the money was never spent because they met with Richard Kuiken and the project did not move forward. Jan said that will be reflected on the report. The board wanted to make a motion to authorize the reimbursement from 2008 to present, but it could not as the item was not on the agenda. We asked Jan if everything Rita was doing could be reviewed by the board's treasurer, Jane. She said yes. Maurice left at 7:39 p.m.

Meeting Minutes: Nov. 15 Special Board Meeting minutes approved after a motion by Jane, second by Frank, all in favor. Nov. 29 Construction Committee minutes approved after a motion by Jane, second by Darren, all in favor. Nov. 29 Special Board Meeting minutes approved after a motion by Brad, second by Kim, all in favor. Dec. 3 Library Board Meeting minutes approved after a motion by Darren, second by Sharon, all in favor. Dec. 18 Construction Committee minutes approved after a motion by Frank, second by Jane, all in favor. Dec. 18 Special Board minutes approved after a motion by Brad, second by Darren, all in favor.

Treasurer's Report: Jane said income side was in order and we received the per capita grant from last year. Barb said the anonymous donation of \$2000 that is still appearing needs to be transferred to the young adult section in the new library to honor the donor's wishes. Jane said she did not receive a report of the final payment of the Maddux Trust for \$12,000. Rita did receive the money but the Jane has not received the report from the bank.

Brad said he is concerned that we are 7 months into the fiscal year and some line items are already over budget. Jane said only Line 5940 Risk Management Insurance and Line 5330 Legal are over. She said 5940 is set by the City and is higher because the insurance rates are raised. Jane said we cannot control that. Brad questioned office supplies and materials purchases. Jan said she had met with Christi about that as well. Christi said she has had to catch up on a lot of things that were not taken care of in the past and is confident in the end; it will all be in line. Frank made the motion to accept the treasurer's report as presented and Brad seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the Dec. 2012 Income and Expenditures Report. She said she has not been using her cell phone as much and did not include that \$25 in the expenditures. Jane said it is an automatic thing that she cannot exclude. Everything appeared in order. Kim wanted to know if there was a way to get the total income the library reports closer to what is reported at City Hall. Christi said probably not without a cash register at the counter. When they get busy, they cannot document every copy made. The good news is the difference is in the favor of the library. The total reported at the library was \$564.20 and at City Hall \$819.00 Wendy made the motion to accept the bills and Frank seconded. All were in favor and the motion carried.

Circulation statistics showed the largest increase in renewals and Overdrive. Overdrive was almost three times higher than the same month in 2011. 26 people attended 2 Dec. programs Christi said.

Director's Report: Upcoming library programs include Amelia Earhart on Jan. 24, Hedy Lamarr on Feb. 21, Irish Music on March 10, and Women in the Civil War in April. On Jan. 26 will be the Performer's Showcase at the Fairview Height's Library from 9 a.m. to noon. Anyone wishing to go can meet at the library by 8 a.m. on Sat. morning.

Standing Committee Reports: The Budget Committee reported that it will be meeting on Feb. 18th. The Long Range Planning Committee had nothing to report. Wendy with the Building and Grounds Committee said she would contact Dave with the Parks Dept. to return the light bulbs the crew had removed for Christmas decorations and to take care of the bird nests that were in the main walkway area in the recessed can lights. The Personnel Committee reported that it would meet tomorrow (Jan. 8) at 10 a.m.

Other Reports: Construction Committee said it would be meeting with Arcturis tomorrow afternoon and everyone was invited to meet the architects and be part of the meeting. Jeff the City Council Liaison had nothing to report. Darren thanked him for getting us in touch with the float maker for the Christmas parade float.

Old Business: Review of the 2013 Library Calendar showed we are up to date on activities. Christi tabled the Chapter 4 Serving our Public review because of time.

75th Anniversary: Sharon there wasn't much to report. Darren has been working with her on the videos.

Programs are scheduled for every month and there will be an open house in June when the video will probably be shown. A flyer of events went out in the City utility bills.

New Business:

A new library pamphlet has been created and will be included in realtor packets, Christi and Barb reported. Kim asked Christi if she gave the information to Alyssa for our events to be included on the lit marquis sign that sits on library property. She said yes, Alyssa has that.

The two resolutions that Maurice discussed at the beginning of the meeting were addressed. Everyone had a chance to read them.

Frank made the motion that we approve the two resolutions including the one that has the City create an account for construction of a new library facility, and the one that allows Barb, Christi and Wendy to make design decisions on behalf of the library, as long as the library is kept informed. Sharon seconded the motion, all were in favor and the motion carried.

Barb said Maurice reviewed the Construction Management Contract and made comments in the margins. Ken Mehochko also reviewed the Construction Management Contract.

Christi said she clarified with Mark Schaeffer at the State Library that bids are not required for the Construction Manager. They consider that the same as the Architect. Bids are required for others after the architect and CM.

The Maddux Trust Update: Jane and Christi learned from Deb at the first National Bank that we have \$2,691,470.37 in our account after expenses. Jane said the bank will place \$2 million in a Benjamin F. Edwards MMI Account that is FDIC insured to earn interest. Then \$210,914.38 will be kept in the bank and \$400,000 will be placed in a checking account for easy access.

The Farm land boundary dispute that deals with the line between the parcels is in the process of being settled in court. The fees for the bank's attorney will come out of the Maddux Trust account.

By Laws Review and Committee: Barb asked Kim to chair this committee and find some others to help her conduct an overview of our By-Laws. She reminded her that two readings are needed before any changes can be voted on.

Public comment: Dr. Rob Hyten said he had no idea how much thought went into our meetings. He said he wanted to see what they were like and that was why he attended. He received the same packet of information all the board members received which included all the minutes listed earlier.

The meeting officially adjourned at 9:29 p.m. The next board meeting will take place on Monday, Feb. 4 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
Tuesday, January 8, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Present: Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-
Library Director

Also Present: Brad Hoffman, Mayor Jan Fauke, Keith Poettker, **From Arcturis:** Megan Ridgeway,
Chrissy Rogers, Mark Epstein

The meeting was called to order by Barb Guebert at 3:30 p.m. Introductions were made. Arcturis asked several questions and gathered information to begin the design of the new library.

See attached Arcturis minutes for specifics.

Christi reported that Mark Schafer from the Illinois Library association will need the follow information: an elevation, floor plan, and site plan. The deadline is June 30th; but sooner is better.

The library board plans to have a ceremonial ground breaking ceremony sometime in April.

The Construction Committee meeting adjourned at 5:15 pm.

Respectfully Submitted,

Wendy Folen, Secretary

Enc.

MEETING NOTES

Date Issued: 1.10.13

Project Name: Case Halstead Library

Project Number: 122093.01

Prepared By: Mark Epstein

Distribution: 1.10.13

Meeting Date: 1.8.13

Location: Case Halstead Library; Carlyle, IL.

Subject: Kick-off Meeting

- Attendees: Christi Gerrish; Barb Guebert; Wendy Folen; Darren Tracy; Jane Bullock; Brad Hoffman; Frank Buckingham; Mayor Jan Fauke (Case Halstead); Keith Poettker (Poettker Construction); Megan Ridgeway, Chrissy Hill Rogers, Mark Epstein (Arcturis)

Kick-Off Meeting 1.8.13

Mark Schafer from Illinois Library association to approve draft version of grant plan for state grant. This includes an elevation, floor plan, and site plan. The deadline is June 30th; but ASAP.

Life Cycle Goals:

- It is important to maintain a budget similar to the current budget in order to keep building maintenance at a minimum cost.
- The City is likely to reduce future funding limits.
- The trustees will administer additional fees encountered during the project.

Future:

- Christi emphasized her preference of the Neoclassical style in order to illustrate a timeless and strong building.
"The building has to fit in with the town".
"It cannot look like it was just planted yesterday".
- Look to Glen Carbon Library (but less exposed wood/ less "rustic"), Lindenwood Arts Center, Chaminade Arts Center and Barat Academy as formal examples.

Other features:

- Transom windows are a desired element in order to eliminate sun in your eyes.
- An interesting looking roof was mentioned. For exempling the building at Clarkson and Clayton; stone and brick with wood window sills.
- The Glen Carbon Library is too rustic but have the height and fireplace and natural lighting; generally this project is well liked by most of the board members. It is thought that this library looks low maintenance, but too lodge-like.
- The General Dean Bridge is a reference for both architectural and historic significance of the area. Fishing, sailing and bird watching are just a few examples of what draws people to the city. The bridge is also part of the city's logo.
- The large boulders near the alley also have historical significance.

- The city has a focus on attracting new people to the town included young people, retirees and families, which should also be considered in the design of the new Library.
- The board members will consider incorporating public art into the site of the new library.

Maddux Community Room:

- Contrary to earlier discussions the Community Room does not have to be separated from the rest of the program.
- Some possible shared programs between the library and the community room are a shared kitchen and restrooms and generally to be well integrated.
- The community room will require exterior access for afterhours programs. There can be an interior "gate" system for afterhours events to restrict access to the main library.
- It would be ideal if the community room could be designed within sight lines to be easily monitored by staff.
- The community room should have as much functionality as possibility. Flexibility to become many things will need to be integrated within the design.
- Some possible additional uses for the community room are music performances and theater performances.
- Some of the board members referenced a plan from previous design stages, commenting that the plan is too open at double entry point.

Glen Carbon Multi-Purpose Room:

- The community room at the Glen Carbon Library has capabilities for flexible audio/ visual and flexibility for extra chairs and tables along with a meeting prep area. This is the kind of flexibility that is desired for the new Case Halstead Library.
- In estimating the size of space we need: 1,500 sf. = 150 people standing; which equals 80 people sitting and is the same as 40 people in a round table style. For the design of this space, it is critical to know the desired capacity of the room.
- Some additional uses of the community room could be cooking, exercise classes, business presentations, pageant, and possible theater.
- Security and vandalism are concerns for the staff. It was suggested that patrons be able to see themselves on camera in order to deter vandalism and inappropriate activity.

Major Priority:

- The following topics were mentioned when asked "*If you could have only one thing, what would it be?*"
 - Once again, the community room was discussed.
 - It is highly desired to have a space to sit and read near a fireplace with gathering area and exhibit space.
 - A café was briefly mentioned.
 - Accessibility is a top priority.
 - A janitorial room was mentioned.
 - Space for tutor rooms and small groups such as 4H Club and Boy Scouts to gather will be needed.
 - Flexible space all over was again emphasized.

Basement:

- The basement would not be used right away but would be necessary for future uses such as the used book sale, the Case-Halstead personal collection and archives/heritage room.
- Initially finish only part of the basement.

- The basement might include skylights and/ or a direct entrance which would be ADA Accessible.
- The basement must have restroom and must not seem "basement-like".

General:

- It would be nice to have a covered drop-off for poor weather.
- Usable wall space, possible for art would be nice.
- Concealed duct work is preferred.
- Subtle rounded walls are a possibility, possible near the lobby/gathering area.
- In general a modern interior with a traditional exterior are the tastes of the Board Members, similar to the Glen Carbon Library.
 - Contour soffits, lighting and signage are some of the opportunities for modern elements.
- It was mentioned that a garden and a patio off of children's wing might be nice.
- Connectivity via bike trail to the General Dean bridge could be an option in how to tie back to the site.
- Another interest is a family restroom at kids area as is the case at the Mascoutah Library, which also has good sight lines from directors office.
- It is desired to have back doors for deliveries and donations, which would serve as a receiving area.
- An exterior book drop should be incorporated into the new design.
- The parking lot should have a neighborhood friendly appearance.
- It is requested to preserve some of the existing in-house pieces such as stained glass, a hand rail and fireplace grilles.
 - Christi to provide a list of additional items.
- Low maintenance landscaping such permeable pavers will be necessary both for budgetary and environmental factors.
- The parking, which could be located on the north side of the site should have close access to the entry.

Budget:

- \$2.1M + 1.6M ~\$4.2M is to include *all costs*:
- Demolition, FF&E, Community Art, Construction Management, Design, Contingency fund, Engineering, Ground breaking/ceremony, other?
- These costs will most likely use all of the money, as it will likely not be available for future maintenance.

Primary Contacts:

- Christi, Barb and Wendy to be core group representing the library. Christi will serve as the primary point of contact for Case Halstead.
- Keith expressed a concern about the schedule being "a little aggressive". He also suggests to include all utility locate work in the bid and would like a copy of the soil analysis.
- Keith also suggests taking soil borings which the Construction Manager can order.
- The existing utility surveys are to be completed by the City.
- A symbolic ground breaking ceremony to take place sometime in April-May...Election in April.
- The construction sign is to include "funded by secretary of state" and include logos of all parties involved.

Action Items

Responsible Party

Date Due

1. Case Halstead to share soils report with Poettker
2. Preliminary Design for Steering Committing Review
3. Arcturis to contract with Engineers

Case Halstead	1/18/13
Arcturis	TBD
Arcturis	ASAP

This constitutes our understanding of matters discussed. Should there be corrections or additions to the above, please contact Arcturis within five (5) days of issue date.

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
Monday, January 14, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Library Construction Committee Members Present: Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham (arrived at 4:35 p.m.), Christi Gerrish-Library Director

Carlyle Finance Committee Members Present: Jeremy Weh, Brent Sheathelm **Absent:** Don Perez

Also Present: Mayor Jan Fauke, Jeff Taylor, Keith Poettker

The meeting was called to order by Barb Guebert at 4:05 p.m. Introductions were made and Barb explained that the library construction committee should work closely with the finance committee now that the new building has entered the design phase with construction to follow.

Christi reported that she and Jane met with Rita and Alyssa and discussed the logistics of handling construction invoices and state payments in relation to the library budget. The grant money will go from the State to the city and will be held in an account.

Christi said the State expects the local share money (money from Maddux Trust) to be the 'upfront' money to start this new building project. She said to receive the state funds; signed statements at 30 percent intervals are required throughout the construction process. The State money will be sent incrementally.

Barb said the concern is that the State could have lapses of time between their payments and we need to be able to draw from either the grant or Maddux fund so that our suppliers and laborers can be paid. Brent said invoices should be submitted to the Finance Committee by the Thursday before the Carlyle City Council meeting. The city meeting that bills are approved at is the 2nd Monday of each month.

Keith said that he will set up a pay application cycle that will fit with the city's schedule. Barb said that Deb Keilbach with the bank will be writing checks from the Maddux account within 1 to 2 days of the payment request. Keith said Poettker will approve all invoices before sending them to the library for review. They will then be sent to the bank.

Barb turned the floor over to Keith Poettker to review the construction management contract that has been reviewed by the city attorney Ken Mehochko. The contract is an AIA Document C132-2009 Standard Form of Agreement Between Owner and CM as Advisor. (Darren left at 4:28 p.m.)

Keith explained that this contract matches Arcturis's contract. (Frank arrived at 4:35 p.m.) Keith went through it item by item and answered questions as they arose. (Darren came back at 4:44 p.m.) Jan said Ken the city attorney is meeting with the company that handles the city's insurance.

The Construction Committee meeting adjourned at 5:35 pm.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
Wednesday, January 30, 2013

Meeting Location: Case Halstead Public Library at 571 Franklin St. Carlyle, IL 62231

Library Construction Committee Members Present: Barb Guebert, Darren Tracy, Wendy Folen, Jane Bullock, Frank Buckingham, Christi Gerrish-Library Director

Carlyle Finance Committee Members Present: Jeremy Weh **Absent:** Don Perez, Brent Sheathelm

Also Present: Mayor Jan Fauke, Keith Poettker

The meeting was called to order by Barb Guebert at 5:00 p.m. A site plan that Arcturis had developed was discussed as well as three interior space plan options. Keith said he was recording the meeting from Arcturis.

Site plan: Barb pointed out that there was no covered drop off area and no place designated for deliveries. The parking on the alley side of the lot was liked by most. Barb said it would be nice to see diagonal parking for older patrons, but Frank said that would probably mean fewer spaces. He discussed compact parking in some areas. Both Jan and Wendy said they would like to see the entire building moved to the east more, away from 6th street a little.

Interior Options: Option 1 was probably the least favorite. Option 3 was Christi's favorite. Everyone kept referring back to the Glen Carbon layout. Frank said he liked the April 2012 layout better than the new three options.

Some of the main comments: No after hour access to the community room on any plan and we said that is something we want. Frank felt the community room was too large. Jan does not like the idea of the basement and the maintenance for an elevator and thought we should get rid of the basement.

Wendy felt the information desk was too large on all plans and Arcturis's concept of a café is more than we need. Christi said she really just wanted a space for coffee.

Christi said the director's office and staff area to be next to the information desk.

The fireplace was liked at Glen Carbon because it is close to the entrance and provided a nice feeling when anyone entered the library. It was not so front and center on the Arcturis plans. Barb liked the Glen Carbon vestibule with the side entrances into the space.

Barb said she doesn't like the idea anymore of genealogy in the basement.

Jeremy said we should send Arcturis the Glen Carbon library floorplan. Frank offered to draw some ideas on the Glen Carbon plan and leave at the library for us to see before we send that to Arcturis.

We made a list at the end for Christi to provide some direction to Arcturis, but not everyone seemed onboard with the idea of scrapping the basement and making the exterior building larger.

Keith said exterior square footage adds to the cost more than the basement square footage. Also, basement square footage is more energy efficient than overall square footage. He offered to run some figures.

Regarding the groundbreaking ceremony in April, Barb has many names to consider inviting. She mentioned Sen. Kyle McCarter and some county board members. There should be someone from the State Library. Bill Rieker a DJ with KMOX lives behind the library and Barb said he offered to MC.

Barb wants to invite the librarians of the colleges and schools, as well as past board members and Jim Roeckeman to the ground breaking ceremony. We briefly discussed a tent, and having a sign ready beforehand. Jan said the ceremony and reception should take place at the library and we agreed.

We are aiming for a ground breaking ceremony the first week in April because there is no legislative session and the Senator could possibly attend. However, we need to have a site plan, floor plan, and elevation before we can get the grant. Giving direction to Arcturis is vital to moving the project along because no one was happy with any of the three options for interior space.

The furniture for the new building was tabled by Wendy in the interest of time.

The Construction Committee meeting adjourned at 6:40 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

PERSONNEL COMMITTEE MEETING

8 January 2013

Present: Jane BULLOCK, Brad HOFFMAN, Darren TRACY

Also present: Mayor Jan FAUKE

Meeting was called to review evaluation forms and to discuss other personnel issues.

Meeting called to order by Darren at 10:10.

Three evaluation forms were discussed and approved: 1) employee evaluation form to be completed by Library Director, presented by LD Christi Gerrish; 2) LD evaluation form to be completed by all library staff, presented by Brad; 3) LD evaluation form to be completed by Board of Trustees' personnel committee, presented by Darren. Also discussed and approved was a "Procedures For..." sheet, for future use in administering the Board's evaluation of LD.

To ensure that the previously indicated date for the actual review, 15 January 2013, could be maintained, it was determined that all staff evaluations of LD should be completed no later than close of business on 14 January 2013. To assure anonymity, it was agreed that all surveys should be placed in an unsigned, sealed envelope.

Mayor Fauke mentioned that she is very impressed with the Board's efforts to evaluate the Library Director and staff members. She would like to see a similar evaluation system implemented by the City. She also mentioned that she is happy to have a Board so involved in making the library a better facility for public use and for involving the public more openly.

A discussion about how the Board should approach the City regarding a pay increase for LD, if warranted, was left open-ended pending the actual evaluation. The Mayor, however, did not seem opposed to a raise, stating that all such recommendations were to be brought before the Employee Concerns Committee of the City Council.

Meeting was adjourned at 10:55. The next scheduled meeting is 15 January, 2013 at 10:00 AM.

Respectfully submitted by

Darren Tracy
(for the Personnel Committee)