

Meeting Minutes
Case-Halstead Library Board of Trustees
August 6, 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, (arrived at 7:20 p.m.), Christi Gerrish-Library Director

Guests Present: Holland Construction Representatives; President Michael Marchal, Sr. Project Manager Fred Dintelman, Estimator Paul Gansauer (Guests arrived at 7:16 p.m.)

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

The oath of office was taken by all members. Kim took the oath later in the meeting. The officers for the new fiscal year were sworn in and will remain the same as last year.

Meeting Minutes: Jane made the motion to accept the July 2 meeting minutes as presented. Sharon seconded, all were in favor and the motion carried.

Special Minutes: Brad made the motion to accept the July 17 special meeting minutes as presented with two minor grammatical corrections. Darren seconded, all were in favor and the motion carried.

Treasurer's Report: Jane had two reports to review as there were none last month. She began with the first month of the new fiscal year, ending May 31. The income side was in order. Jane said legal fees were not included on expenditures side of the report but have been paid. Sharon made the motion to accept the May 31 Treasurer's Report with the addition of the legal fees. Frank seconded, all were in favor and the motion carried.

Presentation by Holland Construction: The three men from Holland Construction arrived at this time and the treasurer's report was put on hold. The guests (listed above) were given the floor and proceeded to introduce themselves and their company. Paul said he heard the library board may be building a new building in the future and contacted Christi who gave permission for them to attend our meeting.

Paul gave each board member a booklet, Interview Presentation for Construction Services. He began a power point presentation at 7:25 p.m. and the board followed along in the booklet.

The main points the Holland team left were they are familiar with Clinton County, have a good reputation, want the library's business, are used to working with grant money, and strongly recommend considering them not only as the general contractor, but as the construction manager.

The board said that using local workers would be an important part of the project and budget was a concern. The three guests from Holland left at 8:20 p.m.

Treasurer's Report continued: Jane said the June report was in order. Wendy made the motion to accept the June treasurer's report and Brad seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the bills and Brad made the motion to pay them, Sharon seconded. All were in favor and the motion carried. Circulation statistics showed a slight increase overall for July 2012 from July 2011. The report also showed 289 children were involved in the children's summer program and 55 people were involved in the adult and teen programs.

Director's Report: Christi reported that there was great attendance for the summer programs. She said prizes were awarded to all the kids who finished. 23 out of 85 completed the program and Christi wants to see that number increase next year.

The next big program scheduled will be on Bats in October. The cost is \$300. Christi is still working to get a Fezziwigs Tea Program for Sept. and plans on showing Classic Bond movies in Nov. and having Covered in Chocolate present Christmas Candy in Dec.

The volunteer who wanted to work at the library had a lot of issues revealed by the background check. Chief Mark Pingsterhaus recommended she should be heavily supervised if she worked at the library. For that reason, Christi decided not to use her services.

Christi will still try to get some information to the press about the Rotary grant to allow for e-readers for the library. Christi reported the new website is Casehalstead.org and it is ready.

Christi reported the parks department would be spraying around the building soon. She contacted them because of all the spider webs.

Other Reports: Technology committee had nothing to report. There was no city council liaison present and the board is not aware of someone assigned yet.

Building and Grounds Committee: Wendy provided a copy of the meeting notes from a July 28 meeting between all the members of the building committee, Barb and Christi, and Scout leader Phyllis Bango. The purpose was to discuss the direction of the young adult area in lieu of the approval of the grant. The committee decided on seven items that dealt with scaling back the original plans, while still allowing Robert Absher the opportunity to earn his eagle award. The seven points were provided to the board and everyone was in agreement with the decisions of the committee.

Old Business:

Per Capita grant will need to be discussed at Sept. meeting. Taxes will need to be looked over as a requirement. Sharon had nothing to report on the 75th anniversary except that she will be meeting with LuAlice after school begins to come up with a slogan contest to start getting the junior high students involved in helping with the planning of the anniversary event.

New Business: Barb said Maurice was asked by opposing council if a resolution was ever passed by the library board stating that we were all in favor of a new library. Barb had one and asked all board members to sign it. Sharon made the motion to accept the resolution and Darren seconded. All were in favor, except Frank who wanted to read the resolution over more. The motion carried. Barb instructed Christi to keep a copy with the minute's book.

Barb said the budget committee will still consist of herself, Jane and the city council liaison. The building and grounds committee will still consist of Wendy, Darren and Kim. However, she said a new building construction committee will need to be formed to attend meetings with Arcturis. She said a decision on who would be in that committee can be made at the next meeting.

Barb said a special committee will also need to be formed to review the bi-laws on an annual basis.

There will be a meeting with Arcturis on August 9 at 9am in St. Louis to start discussions on the type of building and their fees and schedule. Everyone is invited to attend this no charge meeting.

Barb said the bank has requested a title search on the current library property that is owned by the city of Carlyle. The empty lot beside the library will also need to be surveyed. Frank made the motion not to have the lot surveyed until after meeting with the architect and follow their recommendation. Sharon seconded the motion, all were in favor and the motion carried.

Barb also said that Maurice the attorney wants a list of what the construction cost will be as well as any letters or articles of support. Mike Burton wrote an earlier letter and Sharon wrote one as well.

No report on the AED. Barb said there should be an ad in the paper thanking sponsors of the Summer Reading Program. There will be a book sale in Sept. but no details were provided yet.

There was no public comment. The meeting officially adjourned at 10:20 pm. Because of the Labor Day Holiday, the next meeting will take place on Tuesday, Sept. 4, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting
Case-Halstead Library Board of Trustees
August 22, 2012

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

Present: Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Brad Hoffman, Kim Stamps, Tony Petrea -City Council Representative, Christi Gerrish, Library Director, Maurice Griffith, Attorney

Barb called the special meeting to order at 7:00 p.m. and the pledge of allegiance was recited. Barb introduced Tony as the new city council representative to replace Dave Laws. Maurice Griffith was welcomed. He is legal counsel for the library board on Maddux Trust issues.

At 7:10 p.m. Brad made the motion to enter a closed session to discuss legal issues on the Maddux Trust with Maurice Griffith. Sharon seconded the motion, all were in favor, and closed session was entered. All parties listed above were present in the closed session. Christi recorded it.

At 8:05 p.m. the board went back into open session at the motion made by Darren and seconded by Brad. Back in open session, the following occurred:

Darren made the motion that Maurice Griffith meet as soon as possible with the attorney for the First National Bank in Carlyle and the attorney for the residual beneficiaries. The purpose is to try and come to an agreement before the court hearing date of Sept. 6. Frank seconded the motion and all were in favor. The motion carried.

Barb said to Maurice that it is vital to provide the library board with as much information on discussions and resolutions that occur with the other attorneys. The reason is that Christi must request money to pay legal fees to the city council that is fiscally responsible, through an approval of their finance committee.

Maurice said this meeting with the other attorneys would be at no cost; that his team believes this is a necessary step prior to the Sept. 6 meeting. He said an agreement between the parties ahead of time will make the hearing date go so much smoother.

Maurice said the meeting will take place at the bank to make it convenient for the bank's attorney to receive approval on any proposed resolutions from the bank trustee.

The meeting officially adjourned at 8:20 p.m. with a motion by Brad and a second by Frank.

Respectfully Submitted,

Wendy Folen, Secretary