

Meeting Minutes
Case-Halstead Library Board of Trustees
June 4, 2012

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

Barb called the meeting to order at 7:15 p.m. and the Pledge of Allegiance was recited. The minutes from the May 7, 2012 meeting were presented. Two corrections were requested by Christi on page 4 of 5. She said to correct the spelling of the city administrator's first name and at the request of Mayor Fauke, to change the sentence "The mayor wants to approach the city council about the issue of accepting credit cards in the fall" to "The mayor may approach city council about the issue of accepting credit cards in the fall." Darren made the motion to accept the amended minutes and Jane seconded. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed the report, noting that this was the final report for the 2011-2012 year. Overall, the report shows the expenditures for the year were close to 10% under budget. Jane noted that as before, there are discrepancies between this report and the actual bills paid because several bills arrive late. In the past, if a bill arrived late, Jim would hold payment until the following month when the city committee would meet and approve the bills to be paid. Christi prefers to turn in bills for payment when they come in rather than hold them so no late charges are incurred and people who provide services for the library are paid in a timely fashion. The board agreed with that and understands the treasurer's report of approved expenditures read by Jane and the report of actual expenditures presented by Christi may not always match. Jane will continue to monitor the information and explain the differences. She will remind Rita to let the library know when a bill comes directly to city hall for library business. Christi will remind anyone she works with, especially the Parks Department, to send invoices for work done at the library to the library. Wendy made the motion to approve the treasurer's report and Sharon seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the income and expenditures for May 2012 in detail. The income section showed \$451 made at the recent book sale. Christi mentioned she would like to have another one in September. Also under income was \$1794 received for the summer reading program. First National Bank has given the most to date, \$400.

Under expenditures, Arcturis, the architect firm for the new library plan, showed an invoice of \$510. Christi said this was for work done as well as copies of the drawings which she has never received. She said she would follow up with them to get the drawings for the library. Also under expenditures was \$350 for Jim Tebbe's appraisal of the Maddux farm property.

At&T's invoice was not in time for the report and the phone issues are not resolved yet. Christi is getting a second rollover line for the library and Rita said the library already has caller id. Christi is now being reimbursed \$25 per month for using her cell phone for library business as the city policy allows for department heads. Dave made the motion to approve the bills and Wendy seconded. All were in favor and the motion carried.

Circulation Statistics: The report showed significant increases in all areas except Tumblebooks. Manual checkouts are declining which is good because that means more barcodes are being placed on books that do not have them. Christi eventually wants the manual checkouts category on this report to be eliminated. She noted she will not be purchasing books this month because she is out of barcodes.

Director's Report: Christi provided an update on the Summer Festival. Sharon said she was disappointed that there was an event happening downstairs at the same time the board was meeting and that there were only a couple of people in attendance. She asked how much the performers cost and Christi said they were \$300. Christi said she wants to go to the radio stations and try to promote the events more. Barb suggested an ad as Darren has done in the past to run in the newspaper.

The board also questioned Christi's sole decision on having all shows at 2 pm. In the past the shows have been at different times to work with a variety of schedules. Christi said most libraries have programs during the day and decided to do it that way.

Christi said she requested of Shawn at City Hall, that the library events be placed on the electronic city sign located at the corner of the library property. Kim suggested an electronic letter be sent and Christi said she would send start sending out a letter every week notifying patrons of the library events.

Christi mentioned that staff member, Barb Thurman has been out for several days because of medical issues with her husband. The board expressed sorrow at the news.

Christi thanked Jane, Wendy, Sharon and Darren for helping with the book sale.

The Illinois Public Library Annual Report (IPLAR) required the review of minutes kept for fiscal year 2011/2012. This was done by Jane and Darren who said they appeared to be in order.

SHARE Membership and Databases: We have joined this IL Heartland Library Resource and there will be no Gate Net Charges for the next 6 months. Christi said she needs to send information to SHARE that indicates the library is a cataloging library because Christi catalogs, which saves money. Items Christi cannot catalog can be done at a cost of \$10 per item, but that will be rare instances.

Christi presented the Gale Offering Database that would cost approximately \$1000 per year and said she would like to subscribe. This database would give the library the following online resources: Testing Education Reference Center, Opposing Viewpoints, Kids Infobits, Academic Onefile, Books and Authors, Career Transitions, Chilton Library.com, Gales Legal Forms, General One File, And Health and

Wellness Resource Center. Sharon asked if we found that some of the resources were not being used, could we change and Christi said yes. She said these resources will be able to be accessed from home as well. Darren made the motion to subscribe to the Gales Offering Database and Kim seconded. All were in favor and the motion carried. Sharon said now that we have this new resource, it needs to be introduced to the town. Christi said she would announce it at City Hall. Jane recommended a flyer to go in the utility bill.

Standing Committee Reports:

Building Committee: Wendy reported that the Parks Department said they will be planting flowers in the sign box and cleaning out some of the flower beds. Barb reminded her that the back door still needs casing replaced and a drip edge or flashing installed. The building committee will be meeting with Robert the Boy Scout and his contractor about the young adult space this month.

Budget Committee: There is no budget yet from the city. It may need to be amended to include \$5000 for the Parks Department. Christi was told in a staff meeting that the departments are to include a line item for services performed by the Parks Department and felt that might be a good number. Dave Laws said he was opposed to this idea because it is only for the Parks Department. He wondered why other departments such as sewer and water that have done work for the library are not getting a line item. He said he will bring this issue up at the council meeting. The library board is not going to act on this request until more information is obtained regarding some of the concerns raised by Dave.

Long Range Planning Committee: Nothing to report.

Personnel Committee: Nothing to report.

Technology Committee: Christi said the tech soup contract with Norton antivirus is up this month and needs to purchase Norton for the security of the catalog computer. Sharon moved to get Norton antivirus at the cost of \$7 per month and Jane seconded. All were in favor and the motion carried.

City Council Liaison: Dave had nothing to report.

Old Business:

Telephone: Nothing new to report from City Hall on getting better rates. However, once Christi gets the new rollover line, she said the library may need new phones. She will keep us posted.

75th Anniversary: Sharon reported that she has a DVD to help with the timeline she is developing. She is working on a list of old board members to give to LuAlice Kampwerth by the start of the school year. LuAlice is the Jr. High Librarian and in charge of the Make a Difference Club; and the kids are going to be involved with the project. Sharon will work with Darren on getting some good questions.

Officers and Directors Liability: Barb said she has been told by City Hall that we are covered like any other employee under the city policy. She said she still has not received the important details such as the liability amount each individual is covered for. Kim suggested talking to other libraries about their policies. Dave said he would also ask Alissa if she could provide more details.

Case Bedroom Set: Wendy, Jane, Sharon, Darren and Barb met before the library meeting at 6:30 at the Clinton County Historical Society Museum and viewed the library's bedroom set that is on display. Mary Ellen with the CCHS said the library was welcome to take the documents that describe the set to make copies. Barb declined at that time because she wants anything we take to be properly documented. She asked Christi to go there some Thursday when the museum is open and look at the letter in the envelope in the drawer of the chest and get copies of all the information pertaining to the bedroom set and the other items in the bedroom that are the property of the library.

There is a question on who is responsible for getting the bedroom set appraised so it can be properly insured. This stems from a November 26, 1990 agreement between the city and the Clinton County Historical Society with a 4 year expiration date. Sharon said we should make a letter of what we want and give it to City Hall. Barb is going to talk to Alissa and Mayor Fauke.

OMA Training: Board members reminded to complete the online training and print it out. Darren had to leave at 9:15 p.m.

Board Member Nominations: Barb reminded us that if we will be absent from a meeting; we need to notify the board president. She said 3 members' terms will be up and really hopes they will continue.

New Business: Review of another chapter of Serving Our Public Core Standards was tabled until next month's meeting.

Dave made the motion for Frank, Brad and Darren to head the nominating committee that will come up with officers to vote on at our next meeting. Sharon seconded the motion. All were in favor and the motion carried.

AED Grant: Christi showed different types of Automated External Defibrillators (AEDs) that might work for the library. She found one that is cheaper than the ones City Hall has because it does not come with the display case. This item is not in the budget, although the board feels the library should have one because of how many people access the library. All other departments with the city received AEDs and Dave said he will check with City Hall to see where the library's AED is.

Barb said any grant information anyone hears of should be passed along to Christi. She also asked Christi to coordinate a press release for the rotary grant when it is presented July 28 for the e-readers for the library.

Christi said she told Mayor Fauke she liked the Glen Carbon library. The mayor is concerned the new library plan we have developed is much too large. She wants to organize a group to go and view the Glen Carbon Library, which is smaller in size than the proposed new library.

At 9:40 pm, Sharon made the motion that we enter a closed session to discuss legal matters in relation to the Maddux Trust. Kim seconded the motion and the board entered a closed session with all members except Brad, Frank and Darren.

At 9:55 pm, the library board came out of closed session and continued with the meeting.

A motion was made by Wendy to have the attorney prepare an order for the court to interpret the language as the library wants. The board would get to see this first. The motion was seconded by Sharon. All were in favor and the motion carried.

Barb said Mayor Fauke was opposed to her idea for an annual meeting with the public to discuss what the library has accomplished over the past year. The mayor told Barb the library board is a public body, not a socializing group, and feels this would not be beneficial.

There was no public comment. The meeting officially adjourned at 10:15 pm. The next meeting will take place on Monday, July 2, 2012 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary

Case-Halstead Library
Building Committee Meeting
June 7, 2012

Present: Wendy Folen, building committee chairman, Kim Stamps, Christi Gerrish

The meeting took place at 9 a.m. at the library in the space that will be the young adult area. The purpose of the meeting was to address three issues:

1. The outside of the building.
2. Our thoughts on the plan presented by Robert Absher for the new Young adult area.
3. Reorganize our priorities.

We walked around the exterior of the building. Wendy will contact Dave with Parks again about planting flowers in the box. Dave said they would come and clean out the flower beds. We discovered some old gutters and boards in the back of the library. Wendy will ask Dave at Parks to take those away.

We noted that we need to contact Ted Rensing to replace the casing on the back library door, add a drip edge, and we felt nothing was needed to be done to the other doors.

We feel the young adult area should be painted a soft color and will present some options to Robert. We want to establish a meeting with him and the contractor, Nolte, to measure the space and provide a quote.

We readdressed priorities on the library.

1. Young adult area
2. Plan for reorganizing the genealogical and reference areas.
3. Maintenance plans. Christi felt with the work Jack Satterfield had done on the air conditioners, they would not need maintenance until next season. Come late fall, we will have the furnace checked and cleaned. The sump pump is still working fine for now. Christi has it on her list about the vacuuming of the dust and dirt in the basement space.

A lot of major building projects are on hold until the grant is determined. If that falls through, some exterior landscaping would be good in key locations.

NOMINATING COMMITTEE MEETING MINUTES

June 14, 2012

Members present: Frank BUCKINGHAM, Brad HOFFMAN, Darren TRACY

Meeting called to order by Darren at 6:40 PM, due to one member's late arrival.

Darren nominated and elected committee chair.

After a short discussion regarding several items currently being worked on by the Board of Trustees, it was decided that it may be unwise to change the hierarchy at this time. The sole caveat being that Darren felt that his position as Vice President was the only expendable spot and that if either Frank or Brad had someone else in mind, Darren would entertain the motion to step aside for someone else. Frank and Brad said that all positions should be filled by the Board members currently holding those positions. **Motion made by Brad to retain current officers, at their discretion. Seconded by Frank. Motion carried.**

The decision was made to call the remaining officers before the meeting was adjourned to ask if they would like to retain their positions through another year. Brad called President Barb GUEBERT and left a message; Frank called Recording Secretary Wendy FOLEN and left a message; Darren called Treasurer Jane BULLOCK and she agreed to remain in the position. Brad and Frank will contact Darren when they receive answers from Barb and Wendy.

Motion to adjourn from Frank. Seconded by Brad. Motion carried.

ADENDUM

By week's end, Barb and Wendy had both agreed to retain their posts.

Case Halstead Library
Building Committee Meeting
Thursday June 21

Present: Wendy Folen, building committee chairman, Christi Gerrish, library director, Barb Guebert, library board president

Special Guests: Robert Absher, Boy Scout and Jerry Nolte, Nolte Construction

The 40 minute meeting took place at the library in the area that will be the young adult area.

Jerry Nolte measured the space for the built-in window seat and the bookcases. We discussed the sizes needed and the style of the items.

We determined that metal shelves will be better for the long wall opposite the fireplace. Christi estimated each shelf will cost approximately \$300 and we need several. We determined that we should meet as a committee in July and see what shelves are upstairs. Perhaps we can recycle some of our unused metal shelves so the budget is not blown on this one section of the young adult area.

Robert presented some ideas for furniture and a rough budget that was approximately \$1260 for two tables, 8 stools and two nesting tables from Ashley furniture to be purchased through Home Fashions.

Approval to order was not given until all costs are in and we can determine the total cost of the project. Also, we discovered that the stools presented were too tall to work with the tables. And we want to make certain all finishes will match, which did not appear to be the case.

We asked Robert if he could have the prices and attend our next board meeting. He said he would try and that it depended on if Jerry Nolte could prepare the bid for materials and labor in time.