

Meeting Minutes
Case-Halstead Library Board of Trustees
September 4, 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, Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison **Absent:** Kim Stamps

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

Wendy gave the oath of office to Alderman Jeff Taylor who has been appointed by Mayor Fauke to the library board. Barb thanked Jeff for taking time prior to the meeting, to become familiar with many of the issues the library board has been addressing.

Meeting Minutes: Wendy noted the minutes on the table were revised from the e-mail version submitted earlier, to correct a couple of items. Darren made the motion to accept the August 6 minutes as presented at the meeting. Sharon seconded, all were in favor and the motion carried.

Special Minutes: Sharon made the motion to accept the August 22 special meeting minutes as presented and Jane seconded. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed the report and said it was all in order. She reported that some of the legal fees that were already approved and paid do not appear on this report. She has already spoken with Rita and they will be reflected on next month's report. Brad made the motion to accept the treasurer's report as presented by Jane and Darren seconded. All were in favor and the motion carried.

Bills and Statistics: Christi reviewed the bills and noted the \$597 donation from the grant made possible by the Rotary Club for several Nooks the library will soon be able to offer for check-out by patrons. There was a \$4057.80 Binsbacher & Griffithe fee for legal work leading up to the hearing on the First National Bank in Carlyle's motion to dismiss the library's request for interpretation of Flora Maddux's will. Brad made the motion to accept the bills as presented and Jane seconded. All were in favor and the motion carried.

Circulation statistics showed a large increase in Tumblebooks usage from the same month last year. The circulation stats were up from July 2012, but down when compared to August 2011. Christi said the staff has told her this year seems much busier than last year. She accounted the lower figures to the fact that this year's summer program ended in July and last year's ran a couple of weeks longer into August. Christi reported that 20 teens participated in the Hunger Game programs.

Director's Report: Christi reported that Fezziwigs of Lebanon will be conducting a program about tea in the library on Sept. 26 at 6:30 p.m. that will include samples. The bat program for October fell through because of scheduling conflicts on their end, and Christi has replaced it with a special program from Animal Tales, "Creepy Critters." It will take place on Oct. 18 at 6:30 p.m. at the library. Another October program will be on Jack the Ripper Murders, taking place on the 25th at 6:30 p.m. at the library.

Sharon asked how these programs will be publicized and Christi said she has already been on the radio and will continue to discuss them there. Also, she plans to run an ad in the Carlyle Union Banner, and the Centralia Sentinel newspapers. Darren offered to assist with a layout and Barb said she feels the ads that list all the coming events are the most effective.

Christi wants to have a library book sale to coincide with the city-wide yard sale the weekend of Sept. 21 and 22. She wants it inside and asked for board members to assist, especially Friday with setting up the books.

Standing Committee Reports: The Budget, Long Range Planning, and Building and Grounds Committees had nothing to report. Barb reconfirmed who was on each committee and said she had already asked Darren as Vice President to be on a few more, so she will have more time to invest in the new construction project.

Building and Grounds: Wendy, Kim, Darren
Personnel: Brad, Jane, Darren
Budget: Jane, Barb, Jeff
Long Range Planning: Darren, Frank, Brad

Policy Manual: Christi asked if there were any comments, changes, or questions on the policy manual she created and e-mailed for review. Sharon questioned how we can get the word out to the public when the library needs to close for inclement weather or other reason. Barb said that has been a problem in the past. Jeff said City Hall is working on implementing a telephone communication service that could notify the public. Sharon said that would be good and suggested to Christi they could also send an e-mail to the patrons. Frank questioned if it was based on copies of other library manuals and Barb said it should conform with the city's personnel policy manual, to which Jeff said there is none.

The manual does not go into specifics about Christi's vacation time because Barb said that is between the director and the library board. She said the director reports to the library board and this manual is for policies that deal mainly with the staff and their duties and responsibilities. Darren moved to adopt the policy manual as presented and Sharon seconded. All were in favor and the motion carried.

Other Reports: Frank with the Technology committee had nothing to report. Jeff, City Council Liaison, had nothing to report this first meeting. He said he would provide more information next meeting on the new telephone communication service that the city is planning.

Old Business: 75th Anniversary: Sharon reported that she and Darren met with Junior High Librarian LuAlice Kampwerth and has another meeting scheduled for Friday. They are exploring ways the students can be involved through video and writing assignments. Sharon said she is working with ex-staff member Juanita who is contacting older patrons to speak about the library on video. Sharon has been unable to date to reach Betty Bruegemann who knew Flora Maddux personally. Sharon said although the actual 75th anniversary date is not until June of 2013, she wants to start seeing events and activities for it begin in January. Darren thought the video should be ready to view on the website by Jan. 1. Barb called that ambitious.

Darren asked if the board wanted to enter a float in the Christmas parade. Christi said children really like the dragon and suggested that could be used. Jeff said there is a man in New Athens who makes floats for individuals and businesses to use in parades. He has used him before and said he delivers and picks the float back up and it is about \$300. Jeff will call him and get more information.

Wendy made the motion to spend no more than \$400 on a float and participate in the Christmas parade. Darren seconded the motion, all were in favor and the motion carried.

Barb asked if we had additional monies in the budget for the float. Sharon stated that it could come from Special Programs. Christi thought that would work if we used some local talent for some of the later year programs, as well as the road scholar performers.

A parade committee was formed and consists of Darren, Wendy, Jeff, and Frank. Everyone thought it would probably be a good idea to plan on participating in the County fair parade as well in June 2013 because it will be the 75th anniversary. Sharon wants to have a contest involving all ages to provide a slogan to use for the 75th and that could be on the float.

Christi reviewed the library calendar and said we need to discuss the per capita grant which she will when we discuss the programming category under "Serving our Public Core Standards", because they overlap.

New Business: Library taxes: Christi said the tax rate for our library is 0.07% and can be increased up to .15% without a referendum. Jeff said this was bad timing for a sensitive issue like a tax increase and everyone agreed. The board noted this is an available option. Frank said it would be good to compare our tax levy rate with other cities similar in size. How do we compare? Christi said she would research.

Serving our Public Core Standards: Christi reviewed the following eight programming requirements:

1. Free of charge
2. Handicapped accessible
3. Consideration of other organizations when evaluating programs
4. Reflect communities' needs and interests
5. Address diversity
6. Outreach programs to targeted populations who can't reach the library
7. Target groups such as children, adults, seniors
8. Include programs on instructions for using the library and materials within

Christi said teens and young adults have been the main group she feels were underserved in the past and has been increasing materials and having special programs aimed at them. Sharon asked about seniors and Christi said they are another demographic group she is aware of and is already thinking of ways to attract more of them. She said there are a lot of patrons who check out books for homebound readers. Barb mentioned that it is important to reach out to the children of the black community as well. Identifying and reaching out to underserved communities is part of the programming that was discussed further in "Serving Our Public Core Standards."

Barb reminded members that the court hearing for the Maddux Trust will be on Thursday, Sept. 6 at 1 p.m. She said Christi, Mayor Fauke, and she will be meeting with the attorney in the morning to review the case. Barb said she met with Maurice last week to reiterate that all of the expenses to date, including legal fees, soil analysis, title searches, architect fees, etc. should be reimbursed to the city from the trust. The board noted it is a shame that the bank has caused so much unnecessary expense to come out of the trust by not being forthcoming and willing to discuss the board's wishes on selling the land as outlined in the trust. It was also noted that the bank should start paying the city again the money it is bringing in on the farm land, a requirement of the trust they have put on hold "pending legal issues."

There was no public comment. The meeting officially adjourned at 8:25 p.m. The next meeting will take place on Monday, Oct. 1 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

PERSONNEL COMMITTEE MEETING

14 September 2012

Present: Jane BULLOCK, Brad HOFFMAN, Darren TRACY

Meeting was called to establish an evaluation form and schedule for the Library Director position.

After conferring on several existing forms from different sources, all are in agreement that the form currently in use at the Manitowoc (Wisconsin) Public Library best suits our purposes for use as a template. Applicable changes and additions were made and adopted. Additionally, a "Procedures For..." sheet from the Irvin L Young Memorial Library (Whitewater, Wisconsin) was found to be useful and will be added to the template.

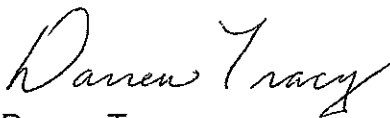
Brad will search for a suitable staff questionnaire to get proper, useful input from them regarding the LD's performance.

A discussion regarding salary for LD ended with a recommendation, to be discussed with Mayor Jan Fauke, should the evaluation warrant. Darren has agreed to speak to the Mayor to gauge her feelings on the figures discussed and to see how we proceed with the Finance Committee.

Darren will re-word the evaluations (Trustee and Staff) and e-mail the new version to Brad and Jane for approval of changes or for more their input on additional changes.

The scheduled date for the LD evaluation is 15 January, 2013. No other meetings are scheduled.

Respectfully submitted by



Darren Tracy
(for the Personnel Committee)