

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, March 4, 2013 – 7:00 pm  
Case-Halstead Library

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – February 4, Special Meetings on February 12 & 19
- IV. Treasurer's Report
- V. Library and Construction Bills
- VI. Statistics
- VII. Director's Report
  - Library Closures
  - Staffing and Training
- VIII. Standing Committee Reports
  - Budget Committee
    - Minutes for February 18
    - Proposed 20-13-2014 Budget Draft
  - Long Range Planning Committee
  - Building and Grounds Committee
  - Personnel Committee (Executive Session)
    - Personnel Recommendations
- IX. Other Reports
  - Construction Committee
    - Minutes for February 12
    - Building Update
  - By-Laws Committee
  - City Council Liaison
- X. Old Business
  - Review 2013 Library Calendar
  - Serving Our Public, Chapter 5 - Technology
  - Library 75<sup>th</sup> Anniversary
  - Maddux Trust Update
  - Updated By-Laws
- XI. New Business
  - Groundbreaking
  - General Dean Portrait
- XII. Public Comment
- XIII. Adjournment. Next meeting Monday, April 1, 2013, 7:00 p.m.

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Feb. 4, 2013

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

**Also Present:** Dr. Rob Hyten

Barb called the meeting to order at 7:02 p.m. and the Pledge of Allegiance was recited.

**Meeting Minutes:** The minutes from the Jan.7, 2013 meeting were reviewed and Sharon requested two corrections on page 1 referencing funds Mayor Fauke allocated to the library in 2008. The money was for legal advice, not new construction as the minutes stated, and the attorney who was consulted was Richard Kuiken, not Ken Mehochko. A motion was made by Jane to accept the minutes with the two corrections requested by Sharon. Sharon seconded and all were in favor. Motion carried.

**Treasurer's Report:** 'Detailed Revenues and Expenditures with Comparison to Budget for 8 months ending Dec. 31, 2012' Jane reviewed the revenues side first which showed a \$3,246 TIF payment. There was a question why the amount seemed high (\$794) on 20-3530 Penalties/Library Fees. Christi explained that many people purchase library cards as gifts. The expenditures side showed that 70% of the budget has been used and 67% of the fiscal year has elapsed. Jane pointed out that 20-56-5110 Maintenance Services - Building had a higher than normal amount due to a malfunctioning lock on the library door. The local locksmith could not be used for the repair due to discord at the City Council meeting about aldermen doing too much work for the City. (Brent Sheathelm of Brent's Lock and Key is an alderman.) After many calls by Mayor Fauke, a locksmith from Taylorville was the only one available and willing to come to Carlyle so the library could be secured for the evening. The cost to the library was \$760. Darren made the motion to accept the treasurer's report, Wendy seconded it. All were in favor and the motion carried.

Jane said she received the official copy of the last payment of the farm lease under the Maddux Trust from the bank. She said the City is setting up 2 new line items for tracking purposes only. One will be for the funds in the State Grant account and one will be for the funds paid out of the Maddux Trust account.

Barb said a city council member called city attorney Ken Mehochko with questions about the library and the Maddux Trust and the state grant, etc. Ken sent a bill to City Hall with the library as the one responsible for payment. Barb read a letter she sent to Ken that requests in the future, invoices for the library be sent to the library. Some board members wondered why the library was charged as we did not request his service on this matter.

**Bills and Statistics:** Christi reviewed the income and expenditures for Jan. 2013. She said a \$1000 donation was made in memory of Bette Verstegen who frequented the library often and passed away in Dec. 2012. It was noted that on 5520 Telephone, Christi's cell phone reimbursement of \$25 was itemized, but not included in the line total. Christi would confirm later if this amount was reflected in the total amount at the bottom of the report. Sharon made the motion to accept the bills and Jane seconded. All were in favor and the motion carried.

The circulation statistics showed significant increases in all areas except Tumblebooks, which is the software system for children pre-K through 5<sup>th</sup> grade. Christi said it costs \$199.50 per year. Sharon suggested promoting it more with flyers at the schools. Darren mentioned the possibility that Overdrive, which saw an almost triple increase in use, might be cutting into Tumblebooks use. Thirteen people attended the Amelia Earhardt program, and Christi said seven or eight watched Ice Age 4. Twenty-one people watched Hotel Transylvania. Christi said Marvin Wiegman has been very generous and allows the library to use his popcorn machine for many events.

**Director's Report:** Christi reported that she, Frank, Darren and Wendy attended the Performer's Showcase event in Fairview Heights on a Saturday morning to view possible summer acts to coincide with the Summer Reading Program, 'Have Book Will Travel.' She reported that several performers were booked, including a theater group, a juggler/comedian, Mad Scientist, Animal Tales, and Jay and Leslie. Christi said she has the letters requesting donations from the business community lined up and ready to be mailed soon.

Christi reported that Marge Widman, the staff member who fell at work and broke her hip, is recovering and undergoing physical therapy. Christi said two other staff members will be out for six weeks, but they have worked out an arrangement to be off at staggered times. Those members are Tona Holle and Karen Dall and the reasons are medical. Kim asked Christi if she would need extra help and Christi said it was under control.

Christi said she is the designated person for FOIA and OMA. She said all board members are current with the training requirements that will be good throughout our terms. New training or updates are only required at the start of a new term of office.

**Standing Committee Reports:**

Budget Committee will be meeting on Feb. 18 at 10:00 a.m.

Long Range Planning Committee: Nothing to report

Building and Grounds Committee: Nothing to report except that the exterior lights continue to stay on during the daylight. They do not have a control inside and have a sensor. John Hodapp with the City is aware of the situation. He has worked on them many times and they still have a problem.

Personnel Committee: Report will be at end of meeting in executive session.

**Other Reports:**

Construction Committee: The minutes for Jan. 8, Jan. 14, and Jan. 30 construction committee meetings were reviewed. Darren made the motion to accept the three meeting minutes as presented, Frank seconded, all were in favor and the motion carried. Christi reviewed three preliminary floor plans from Arcturis. Barb said that she, Christi, and Wendy will meet with Arcturis on Thursday morning in St. Louis to relay the board's views on the three preliminary floorplans. Frank said other board members should be able to attend, or the architects could come to the library. Barb said the resolution for a smaller group within the construction committee allows this quick informational meeting not to be posted. She said 3 board members attending the architect meeting would cause a delay and we are under a time crunch for the state grant.

By Laws Committee: Kim provided a two sided copy of the By-Laws that included all items that had been amended in the previous years. She said the committee, which consists of Darren, Brad, Barb and Christi, met on Jan. 31. This was the first reading.

City Council Liaison: No report as Jeff Taylor was not present.

**Old Business:**

Review of Library Calendar: Nothing to act upon. Christi said she is preparing for an annual report due in April and has started compiling information for the telephone e-rate rebate.

Christi asked to table the review of 'Serving Our Public, Chapter 5 Technology' for this month because of the meeting length and the fact that she was busy copying the architect's floorplans. The board agreed.

75<sup>th</sup> Anniversary: Sharon and Darren reported that there is not a lot of useable tape from all the interviews they conducted. Darren said the background was too noisy at the school and it is hard to hear. They are still working on them though. Barb asked if they were getting a promotional banner. Sharon said she would talk to Jeff who had said in an earlier meeting that he would purchase one.

Christi is getting quotes to update the library brochure.

Maddux Trust Update: Barb said a letter was received from the bank stating that the charitable trust status for the Maddux Trust is in place. She wants to send Mauri a thank-you for bringing this matter to the attention of the bank's attorney. She said because the Maddux Trust was not set up properly as a charitable trust when it was established, it cost the library a lot of expense. Barb said the bank wants to know how we want the funds invested. Jane said she will go to the bank but requested someone else from the board accompany her. Frank agreed and they will set a date.

Construction Bills: A total amount of \$34,414.62 is the figure City Hall has determined they should be reimbursed for library construction expenses dating to 2008. The board requested an itemized statement is needed and should be sent to Jane, our treasurer, for review. Darren made the motion that the City be reimbursed from the Maddux Trust account as requested after Jane has reviewed the itemized statement. Frank seconded the motion, all were in favor and the motion carried.

Barb provided a worksheet for how billing should be handled for the new construction. She requested that a copy be provided to city hall. A copy is at the end of the minutes.

Fire Drills: Christi said the Carlyle Fire Dept. contacted her and wants to conduct fire drills in the library before it is demolished. Frank made the motion that we allow them to do that and Kim seconded. All were in favor and the motion carried.

**New Business:**

Barb asked if Christi was planning any events at the library for Black History month. Christi said she did not have any programs lined up, but is working on a special display.

Public Comment: Rob Hyten said he is not a contractor, but has been through the building process before and believes a basement is very important because it allows for easy accessibility and is great for storage and future growth. He said commercial basements should remain dry.

He said it doesn't really matter to people the size of the new library. The main concern is what it will cost to maintain. He said so far he has been impressed with the board's commitment and organization. He then left the meeting at 8:42 p.m.

At 8:44 p.m. Darren made the motion that we enter an executive session to discuss the personnel report regarding the library director. Sharon seconded the motion, all were in favor and Christi left the meeting room. At 9:25 pm, the library board came out of executive session with a motion by Jane and a second by Frank. Open session was entered.

Jane made the motion that we accept the Jan. 8 Personnel Committee minutes as presented. Darren seconded and the motion carried. Sharon made the motion to take the Personnel Committee's recommendation to the City Personnel board. Wendy seconded, all were in favor, motion carried.

The meeting adjourned at 9:30 pm. The next meeting will take place on Mon., March 4, 2013 at 7pm.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
February 12, 2013

**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, Kim Stamps, Christi Gerrish-Library Director, Jeff Taylor-City Council Liaison **Absent:** Brad Hoffman

**Also Present:** Mayor Jan Fauke, Ryan Poettker

The meeting was called to order by Barb at 8:00 p.m. and the Pledge of Allegiance was recited.

Barb said the Public Library Construction Act Grant does not allow the library to sign a contract with Poettker Construction as Construction Manager of the new library project until an updated floorplan, site plan, elevations, updated budget and timeline is submitted and approved by the State.

Since Poettker Construction has been present at several meetings and has been providing consulting services without a signed contract, a letter of intent to enter into a contract was prepared. Sharon made the motion that Barb sign the letter of intent and Darren seconded. All were in favor and the motion carried.

Barb asked if everyone had a chance to review the latest two floorplan options provided by Arcturis. She said the construction committee met and recommends proceeding with the 14,000 sft, no basement option but to reduce the building size so that it does not exceed 12,000 sft.

Darren made the motion to proceed with the construction committee's recommendation. Frank seconded the motion. Barb, Jeff, Frank, Darren, Jane voted aye in favor. Wendy, Kim, and Sharon were opposed to not having a basement and voted nay. Brad was absent. The aye votes won so Christi will tell Arcturis to proceed without a basement and not to exceed 12,000 sft. Christi said Arcturis told her to expect updated plans by Mon. 18<sup>th</sup> to review at our special meeting scheduled for Feb. 19.

Frank and Jane said they met with the bank at their request about investing Maddux Trust funds. They described the bank's recommendation for dealing with the approx. \$2.6 million (\$2,687,000 after bank, auction, legal, etc. expenses). The bank believes we should invest \$1.6 million in \$245,000 increments in 3 and 6 month CD's. (Amounts under \$250,000 covered under FDIC insurance) The CDs would be staggered and draw .27% interest for a 3 month CD, and .32% interest for a 6 month CD. The bank recommends placing the remaining \$1 million in a money market with a .09% interest rate that would be available to draw from easily with 'basically no' early withdrawal penalties.

Frank made the motion to accept the bank's recommendation for investing the money from the Maddux Trust as outlined above. Sharon seconded the motion, all were in favor and the motion carried.

Jane reviewed the expenses the City has requested reimbursement on and they appear in order. Carolyn Davenport with the bank requested a library contact when a review of a bill is needed or if a question should arise. Darren made the motion that Jane the treasurer be the contact to go to the bank if there is a question on an item for the Maddux Trust account. Frank seconded, all were in favor and the motion carried.

Christi reviewed the Open Meetings Act after Frank questioned the number of board members who could legally attend a meeting. Christi provided information that showed for our nine member board, a quorum is five, but according to the OMA, whenever a majority of a quorum which is 3, corresponds or wants to meet, that meeting must be posted. Frank said he received different information from the person he spoke with regarding the number of board members who can attend a meeting. He said we need to be careful of our e-mails so as not to violate OMA and offered to assist if someone did not know how to 'bcc' when sending an e-mail.

Christi said they will be participating in staff training on March 4<sup>th</sup> and needs to open the library late. The board agreed as long as the public was notified. Christi said she will make an announcement at the City Council meeting, send an e-mail to patrons, and post a notice on the library door. Frank made the motion for Christi to open the library late on Monday, March 4 so the staff can train. Wendy seconded the motion, all were in favor, motion carried.

The Budget Committee will meet on Monday, Feb. 18<sup>th</sup> at 10:00 a.m. There will be a special Library Board meeting on Tues., Feb. 19<sup>th</sup> to review the updated construction plans.

The Special Board meeting adjourned at 8:28 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

**Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
February 19, 2013**

**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 (arrived at 7:15 p.m.), Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison (left at 7:50 p.m.)

**Also Present:** Mayor Jan Fauke, Keith Poettker, Brent Sheathelm- City Finance Cmt. (arrived at 7:25 p.m.)

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

Barb said before the latest plans from Arcturis are reviewed, she had received a couple of requests to add 'Basement' to the agenda again. She said even though the board took the construction committee's recommendation and voted against a basement, some people felt it needed more discussion.

Wendy spoke and said the basement decision is the most important one we have made because it affects both the construction cost and the operation cost of the new library. She said she voted in favor of a basement because it will allow for future growth as needed, will allow plenty of space for storage, will allow easy electrical or plumbing access for future changes or problems on the main level, could be used for larger functions and allow the upstairs community room to be smaller. It would allow the overall footprint of the building to be smaller on the lot and therefore be more 'Green.' She said that it would be cheaper to build and any leftover funds could go towards a 10 year elevator contract negotiated at 2013 prices. She said the public would not be turned off by such a huge looking building for a small community. She said it would be easier for future boards to finish off a section of basement rather than add on a whole new structure.

Sharon spoke next and said agreed we would have more flexibility with a basement. She said it does not have to be finished now. Mechanical and storage would go down there and free up that space on the main level. Once the library is built without a basement, then it cannot be added, she said.

Brad spoke next and said he was not at the meeting when the decision was made to proceed without a basement. He said it seems odd today to build a building without a basement. He said there are advantages and disadvantages to both, but felt a basement would be useful. He said it would provide extra space and could serve as a community storm shelter.

Frank said he could see it either way. Jane said she voted against the basement because she was concerned about staffing another area and knows the library is very limited with staff.

Kim spoke and said she is in favor of a basement for special events and for whatever the future would hold. She said it provides flexibility and told of an old library she toured in Iowa that was on 5 floors with limited staff. She said they felt that all floors were covered with cameras and surveillance.



Mayor Fauke spoke and had a list of reasons why she was opposed to the basement. She said from her realtor experience, she believes people would rather see their money above the ground. When they see a new library that looks great above ground it seems like money wisely spent. She said a basement seems dated. She said the stairs and elevator are wasted space and said the concerns about supervising the basement are real.

Keith Poettker said he was asked to compare costs by Barb, so he compared a 4000 sft basement to adding 2500 sft to the main level. He said the 2500 sft addition to the main level would cost \$150,000 more. He said the operation versus maintenance costs would offset each other. Money would be saved from an energy standpoint with the two floors, but then the operation cost of an elevator would take that away. He said Wendy's idea about a 10 year contract for elevator maintenance/inspection was good, but he would recommend a bond on that sort of contract because the company may not be in business in 10 years. Keith said his recommendation from a construction cost standpoint only would be for the basement, but the ultimate decision is how the board wants the library to function and how they want to use the space.

Brent Sheathelm arrived at this point and said he would put the basement in because it provides a lot of space and makes the main level more accessible.

Barb asked at three different times if any of the five who voted against the basement would like to make a motion to vote again on this issue. She asked if anyone else wanted to speak on the subject. No one spoke up so the decision to build a library without a basement stood.

The revised floorplan from Arcturis was reviewed in detail. It was slightly under 12,000 sft. and the board felt it was closer to meeting the needs. Frank said he would still like to see an entrance to the community room from the vestibule. Christi said she would be happier if the computer area was moved closer to the circulation desk. It was discussed that the vestibule is still too small and should be bumped out.

Jeff Taylor left at 7:50 p.m.

The parking lot and detention area was discussed. Frank wanted to know if permeable pavement would be an option where the runoff water could go through the surface of the parking lot and eliminate the need for a detention area. Keith said they do not recommend that because the asphalt material that is approved in Missouri, is not approved in Illinois by IDOT. It is not recommended with the freeze/thaw conditions in our area. An underground retention system was suggested by the civil engineer but it would break the budget with an estimated cost of over \$300,000. Keith said the number of parking spaces will need to be reduced for a detention pond. He said we are only required to have 35 and our plan shows 60. The board agreed to having 50 spaces if possible. Brent asked if diagonal parking was considered and Barb said it had been discussed earlier but the architect believed it would take away too many spaces.

Barb said she wanted to make certain that not everyone is corresponding with the architects. She said that Christi and Wendy are the architect's main contacts per the resolution and that she has even stepped back. She said all ideas will be heard, but they must be presented at the committee/board meetings and can be given to Christi to add to the agenda or to pass along to the architects.

It was reported that the budget committee met yesterday. Christi will get with Alissa Boerngen, City Administrator when there is information to break down a construction budget to determine what will be allocated from Maddux Trust funds and State grant funds. Jane will meet with Carolyn Davenport of the Bank about a routing sheet or form that she has requested.

The next step now that everyone seems satisfied with 90% of the floorplan, is to get Arcturis moving on the elevations and site plan for our review and approval before submittal to the State.

The meeting adjourned at 8:55 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

# Case Halstead P.L. – Income and Expenditures

## February 2013

### 1. Income

- A. Nonresident Fees- \$238
- B. Fines & Fees- \$53.30
- C. Copier & Printer- \$113.70
- D. Fax Machine- \$49.95
- E. Book Sale – \$20
- F. Amazon Book Sale (not in totals) –\$221.95

Total \$474.95

Total at CH \$521.29

### 2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$150.00</u>
Cleaning Service - \$150.00	
5120 Maintenance-Equipment	<u>5120 \$138.57</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$58.74	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$662.40</u>
IHLS Payment - \$662.40	
5510 Postage	<u>5510 \$20.51</u>
Postage - \$20.51	
5520 Telephone	<u>5520 \$25.00</u>
AT&T - \$	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620</u>
5630 Training	<u>5630</u>
5710 Utilities	<u>5710 \$416.10</u>
City of Carlyle - \$310.48	
Ameren - \$105.62	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$</u>
6540 Janitorial Supplies	<u>6540 \$10.91</u>
Wal-Mart - \$10.91	

6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300</u>
8700 Furniture	<u>8700</u>
8800 Books & Other Materials	<u>8800 \$764.03</u>
Amazon - \$269.20	
Baker & Taylor – \$430.25	
Center Point - \$43.14	
Gale - \$	
TEI Landmark - \$21.44	
9250 Special Programs	<u>9250 \$9.36</u>
Wal-Mart – 9.36	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$2196.88</u>
 <u>Late Bills from January</u>	
5710 Proliance - \$112.08	

# Library Construction Bills

February 2013

8900 Other Improvements

Arcturis - \$6906.30

Ken Mehochko - \$443.20

Total - \$7349.50

# Circulation Statistics---Monthly

2013 February

ADULT---1835

CHILDREN---563

YOUNG ADULT---105

RENEWALS---581

MANUAL CHECKOUTS---97

TUMBLEBOOKS---18

Overdrive---183

TOTAL=3382

ROUTE INS= 549

ROUTE OUTS= 718

COMPUTER USE= 327

Adult Programs (Hedy Lamarr) – 12

Teen Programs (Hotel Transylvania)- 27

Children's Programs (Girl Scout Tour)- 12

2012 February

ADULT---1869

CHILDREN---589

YOUNG ADULT---52

RENEWALS---628

MANUAL CHECKOUTS---84

TUMBLEBOOKS---52

Overdrive---103

TOTAL= 3377

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
Tuesday, February 12, 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:** none **Absent:** Don Perez, Brent Sheathelm, Jeremy Weh  
**Also Present:** Sharon Berdeaux, Jeff Taylor-City Council Liaison, Mayor Jan Fauke, Ryan Poettker

Barb briefly described the Feb. 7 meeting at Arcturis that she, Christi and Wendy attended to relay the boards' thoughts on the latest floorplans. Meeting notes were provided. She said they took along the two floorplan options Frank had worked on. Arcturis had already come up with two new floorplan options based on information provided by Christi and Keith Poettker. Barb asked Wendy to explain the two new plans that were also e-mailed to all board members. The two plans reviewed were a 14,000 sft option with no basement and a 10,000 sft option with a basement. After much discussion, the committee liked the layout of the 14,000 sft option but felt overall it was too large.

Barb provided some information she had obtained at a visit to the Edwardsville Library about the maintenance cost of their elevator. She also spoke with Leila Anderson, secretary of the First United Methodist Church in Carlyle about their elevator and the cost. She spoke with the company who provided that elevator and it looks to be about \$2200 per year for the library as an estimated cost.

Ryan said that the building would be less expensive to build with the elevator because there is less main floor space. He said overall the heating/cooling costs would be less but did not have specific information.

Christi said she spoke with Mark at the State Library about the appropriate size the library should be for a community the size of Carlyle and determined 10,000 sft would work. However, the main concern is the operating expense. (That sft. did not include the community room that has evolved from the request of Flora Ethel Maddux to have a meeting room to accommodate old people.)

The committee discussed the pros and cons of having a basement and then took a vote to make a recommendation to the board. Sharon said once the library is built without a basement it cannot be added. Christi expressed concern with having staff to manage two levels and keeping it locked unless needed.

Darren made the motion to recommend proceeding with the 14,000 sft. plan, but to make it smaller so it would not exceed 12,000 sft. and it would not include a basement. Jane seconded the motion. Barb, Darren, Jane, and Frank voted aye. Wendy voted nay and said she feels having a basement would allow future growth and would allow for a cheaper and smaller first level. The ayes exceeded the nay, so the motion carried to recommend no basement and a plan that would not exceed 12,000 sft. That plan would include the 1,500 sft. community room and the more than 500 sft spaces that will accompany the community room including added restrooms, storage, media, kitchen, etc.

The Construction Committee meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary



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## MEETING NOTES

Date Issued: 3.4.13

Project Name: Case Halstead Library  
Project Number: 122093.01

Prepared By: Mark Epstein  
Distribution: 3.4.13  
Meeting Date: 3.1.13  
Location: Arcturis  
Subject: Design Review  
Attendees: Christi, Wendy, Barb, Megan, Chrissy, and Mark

### Initial Comments:

- Due to the choice of the non-basement option, soil borings will likely not be necessary.
- Poettker's estimate includes Audio/Video (perhaps not security).
  - FF&E: 3-\$400K
  - Landscape: < \$200K
  - Demo of existing building: ~\$35K
  - (Potential) Asbestos Abatement: \$30K
- The reimbursable fees are up 4% of the Architecture fee; Will have to revisit the MEP.
- What are the moving expenses? These will need to be covered in the total budget.
- Plan for a Contingency Fund of 20%.
- A more formal/ defined budget will be provided once the architectural direction has been decided.

### Plan Review:

- The Fire Place is no longer see-through. (This will be studied.)
- Move the computer area closer to the circulation desk.
- Enter Community Room through the vestibule in order to isolate it during after-hours events.
- This will be studied, however too many doors in the vestibule will defeat the purpose of an air-lock entry.
- Enter restrooms directly from Community Room. (This will be revised.)

### Exterior Review:

- At sidewalk along Franklin, incorporate street lamps similar to what is used at City Hall and other nearby buildings.
- Barb to confirm if the City is willing to pay for any infrastructure changes such as curb and gutter costs.
- Detention to the west of site serves to catch run-off water before it reaches Franklin.
- The majority of the landscape plantings will be native species in order to conserve water and have low maintenance costs. This may include some irrigation where absolutely necessary.
- Incorporate 'corner stone' masonry.





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- The material of the trellis is to be determined. Wood is to maintenance intensive. Perhaps a composite lumber?  
What exactly is the trellis? Material? Color? Form? More detail is required for a full grasp of the design concept of this piece.
- At the Public Art Area, mount sculpture on wall rather than foundation.
- Add a bike rack.
- Avoid any pink-ish tones in the masonry.
- Label Book Drop.
- Commercial windows with argon/ or air gap.
- Solar Panels may be too expensive on a ten-year investment.
- Geothermal may be a better option for the site, yet also may be cost prohibitive.

#### Interior Review:

- Ceiling height inside reading room is approximately ten to twelve feet.  
It is a flat roof with a barrel vault on the interior.  
All other spaces are 9'-6" to 10' high.
- Is vestibule deep enough for air lock?  
Standard depth is seven feet minimum.  
The current plan is designed with a ten foot depth.
- The size of the Mechanical and Electrical spaces is to be confirmed with the appropriate consultants.
- The computer area is to remain completely open.
- Make the Data Room where the Maintenance Closet is currently (at the north façade).  
Or just make it part of the Staff Work Room?
- Incorporate a Kid's Interactive Kiosk.
- Rotate radius wall/feature 90 degrees at Kid's area.  
Avoid walking directly in to kid's area when leaving the Conference Room.
- Etch glass on Heritage Room to look similar to existing front door.
- Include window and blinds in Director's Office.
- Incorporate Story Wall at entry. Include General Dean Bridge, River and the history of the City.

#### Final Comments:

- Wendy: Enjoys the landscaping and the design of the building overall.  
Still curious about the possibilities of flipping the Community Room to the opposite end of the building (as in previous discussions). This portion of the façade seems a bit blank.  
Add up lighting on exterior of Community Room and south façade where MEP/Restrooms are located.
- Barb: Overall enjoys the design.  
Revise Fire Place seating to both sides (as in previous layout).  
Move Fire Place directly to the west and align with where the building cuts in.
- Budget and redefined schedule to be determined sometime during the week of March 4<sup>th</sup>, 2013.
- Ceremonial Ground Breaking to be rethought of as a "Project Kick Start" due to not having a contractor on board yet.



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**Action Items**

1. Arcturis to revise plans based on meeting & board discussion
2. Interior Design + Imagery
- 3.

**Responsible Party**

Arcturis  
Arcturis

**Date Due**

**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.**

**Meeting Minutes**  
**Case-Halstead Public Library Budget Committee**  
**Monday, February 18, 2013**

**Meeting Location:** Case-Halstead Public Library, 571 Franklin Street, Carlyle, IL 62231

**Committee Members Present:** Barb Guebert-President, Jane Bullock-Treasurer, Jeff Taylor-City Council Liaison, Christi Gerrish, Library Director

**Also Present:** Mr. and Mrs. Gene VanDorn

Barb called the meeting to order at 7:00 p.m. The purpose of the meeting was to review and make recommendations for the 2013-2014 fiscal year budget.

Christi provided worksheets for all of the library line items. Prior to beginning the budget discussion, Barb reminded the committee members to keep in mind the long range goals established by the Board of Trustees with special reference to continuing education and staff training. Many of the other goals will be met through the construction of the new library.

Christi pointed out that the City will determine the salary, employee benefits and insurance budget figures. Some of the items that may show an increase are janitorial service, fire extinguisher maintenance, travel expenses, training and utilities. The committee increased the budget for library materials, office supplies, the summer reading program and printing.

Since the consolidation of the statewide library systems, travel to and from meeting locations for staff training sessions, conferences, and the like will result in higher mileage costs. Christi reminded the committee that she was awarded a scholarship to attend a state conference this past year, but it was very unlikely that she would be awarded the same scholarship again since other library directors will apply. Training will also include Trustee training. The consolidation also requires updating cataloging procedures which necessitate replacement office supplies. Printing will include the cost of an updated library brochure. Programming was increased to reflect special programs in observance of the library's 75<sup>th</sup> anniversary, Carlyle Christmas Parade, and summer reading program. The library materials budget was increased to make up for the cuts made in the previous year's budget. Utility costs are still a challenge, and the committee members agreed that patrons and staff must be kept comfortable as reasonably possible during the winter months.

Excluding salaries and insurance, the proposed budget for 2013-2014 is approximately \$10,000 lower than the current operating budget. Christi reviewed cost savings she instituted in several areas, especially in areas including subscription services, web maintenance, book sales through Amazon, etc. The committee also acknowledged in-kind donations by Tin Cans for internet service and Dan Imming Insurance for magazine subscriptions. An anonymous donation of \$2,000 received this fiscal year for use in a young adult area will be applied toward the new library building.

The draft budget will be presented at the next meeting of the Board of Trustees.

Respectfully submitted,  
Barbara Guebert

Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
February 12, 2013

**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, Christi Gerrish-Library Director, Jeff Taylor- City Council Liaison **Absent:** Brad Hoffman

**Also Present:** Mayor Jan Fauke, Ryan Poettker

The meeting was called to order by Barb at 8:00 p.m. and the Pledge of Allegiance was recited.

Barb said the Public Library Construction Act Grant does not allow the library to sign a contract with Poettker Construction as Construction Manager of the new library project until an updated floorplan, site plan, elevations, updated budget and timeline is submitted and approved by the State.

Since Poettker Construction has been present at several meetings and has been providing consulting services without a signed contract, a letter of intent to enter into a contract was prepared. Sharon made the motion that Barb sign the letter of intent and Darren seconded. All were in favor and the motion carried.

Barb asked if everyone had a chance to review the latest two floorplan options provided by Arcturis. She said the construction committee met and recommends proceeding with the 14,000 sft, no basement option but to reduce the building size so that it does not exceed 12,000 sft.

Darren made the motion to proceed with the construction committee's recommendation. Frank seconded the motion. Barb, Jeff, Frank, Darren, Jane voted aye in favor. Wendy, Kim, and Sharon were opposed to not having a basement and voted nay. Brad was absent. The aye votes won so Christi will tell Arcturis to proceed without a basement and not to exceed 12,000 sft. Christi said Arcturis told her to expect updated plans by Mon. 18<sup>th</sup> to review at our special meeting scheduled for Feb. 19.

Frank and Jane said they met with the bank at their request about investing Maddux Trust funds. They described the bank's recommendation for dealing with the approx. \$2.6 million (\$2,687,000 after bank, auction, legal, etc. expenses). The bank believes we should invest \$1.6 million in \$245,000 increments in 3 and 6 month CD's. (Amounts under \$250,000 covered under FDIC insurance) The CDs would be staggered and draw .27% interest for a 3 month CD, and .32% interest for a 6 month CD. The bank recommends placing the remaining \$1 million in a money market with a .09% interest rate that would be available to draw from easily with 'basically no' early withdrawal penalties.

Frank made the motion to accept the bank's recommendation for investing the money from the Maddux Trust as outlined above. Sharon seconded the motion, all were in favor and the motion carried.

Jane reviewed the expenses the City has requested reimbursement on and they appear in order. Carolyn Davenport with the bank requested a library contact when a review of a bill is needed or if a question should arise. Darren made the motion that Jane the treasurer be the contact to go to the bank if there is a question on an item for the Maddux Trust account. Frank seconded, all were in favor and the motion carried.

Christi reviewed the Open Meetings Act after Frank questioned the number of board members who could legally attend a meeting. Christi provided information that showed for our nine member board, a quorum is five, but according to the OMA, whenever a majority of a quorum which is 3, corresponds or wants to meet, that meeting must be posted. Frank said he received different information from the person he spoke with regarding the number of board members who can attend a meeting. He said we need to be careful of our e-mails so as not to violate OMA and offered to assist if someone did not know how to 'bcc' when sending an e-mail.

Christi said they will be participating in staff training on March 4<sup>th</sup> and needs to open the library late. The board agreed as long as the public was notified. Christi said she will make an announcement at the City Council meeting, send an e-mail to patrons, and post a notice on the library door. Frank made the motion for Christi to open the library late on Monday, March 4 so the staff can train. Wendy seconded the motion, all were in favor, motion carried.

The Budget Committee will meet on Monday, Feb. 18<sup>th</sup> at 10:00 a.m. There will be a special Library Board meeting on Tues., Feb. 19<sup>th</sup> to review the updated construction plans.

The Special Board meeting adjourned at 8:28 p.m.

Respectfully Submitted,

Wendy Folen, Secretary