

Meeting Minutes
Case-Halstead Library Board of Trustees
April 1, 2013

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

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

Meeting Minutes: The minutes from the March 4, 2013 and the special meeting on March 21 were both approved. A motion was made by Jane to accept the minutes and Sharon seconded it. All were in favor and the motion carried.

Treasurer's Report: Jane reviewed the report ending Feb. 28. All appeared in order. Darren made a motion to accept the report, Brad seconded it. All were in favor, motion carried. Jane then reviewed the report ending March 31, 2013. She said 86.98% of the budget has been used with 92% of the fiscal year over. Jeff asked if this was Christi's first full year of managing a budget and she replied yes. Sharon made a motion to accept the report, Darren second it. All were in favor, motion carried.

The Arcturis invoice was presented for 30% of work completed per their contract. Also on the invoice was reimbursables. Christi said she noticed that they had several large color copies listed on the reimbursables that she never saw so she contacted Arcturis. They will double check their records and said we do not have to pay the reimbursables until they are confirmed correct by both parties.

This raised the question by Barb of how we as a library board will handle invoices that arrive. We need to make certain they are correct, but cannot call a meeting for every bill. She had already provided the following system for the bill paying process:

Contractor invoices will be evaluated by Poettker, and then sent to the library director who will review and designate them payable through the Maddux trust or state grant. Christi will then present them to the library board for approval, before submitting them to the finance committee who presents them at city council.

Now the question is how the library board approves the bills without having to call so many additional meetings. Barb said at city hall they have a folder and the council members check off when they have reviewed and approved the content. We agreed that would work for us, with Jane our treasurer giving the final review and acceptance before it heads to city hall.

Darren made the motion that we approve Arcturis's invoice without the reimbursables, contingent on the construction committee's review and approval. (construction committee meets April 9.) Wendy seconded the motion, all were in favor. Motion carried.

Bills and Statistics: Christi reviewed the income and expenditures for March 2013. She pointed out that \$378 in non-resident fees was received and that was a good month. Under expenditures, the cleaning service was \$150 because Christi cut back on the service to stay within budget. That amount was for the cleaning of the

library one time. She said it will resume to twice a month at the start of the new fiscal year. Brad made the motion to approve the bills and Darren seconded. All were in favor and the motion carried.

The circulation statistics showed a total decrease from the same period in 2012. However, the figure has been affected by the change in the library system and cannot be considered accurate. During the transfer, Christi said they could not do holds, and all the holds already in the system were erased. In addition, the library was closed 2 days in March this year instead of April, due to early holidays as pointed out by Jeff.

Christi reported that 24 people attended the adult program on Irish Music and 20 attended the teen program which was the Disney PG movie "Wreck it Ralph."

Director's Report: Christi reported that the new automation system is in place but there are a few kinks being worked out. She said the Belleville library was closed all week during the transfer of the systems, but that the Case Halstead Library remained open. During the time in March of the system transfer, they could only check in and out books, they could not do searches or enter new patrons. They are still getting patrons' information up to date in the new system, as it had deleted anyone who had signed up after August of 2012. Barb said she wants to applaud Christi and the staff for making all of the adjustments. She said on behalf of the library board, we sincerely thank them for all of their hard work.

Christi said the annual report needs to be submitted and she is working on it, particularly on a section dealing with demographics and how we market ourselves. She said there will be a teleconference with the State Library on Thurs. April 4 from 10 to 11, to discuss the subject and other items related to the report. Christi commented that she plans to do more outreach with the schools. She has placed posters and distributed flyers of activities and wants to expand with other ideas. This will be part of long range goals.

Standing Committee Reports:

Budget Committee: Nothing to report

Long Range Planning Committee: Nothing to report

Building and Grounds Committee: Nothing to report

Personnel Committee: Report will be under new business later in meeting

Other Reports: Construction Committee: Barb reported that the construction committee met on March 19 and shared the general information of the minutes. The board members were brought up to date on the fact that the site and floor plans provided to date by Arcturis have been with incorrect site information. Mayor Fauke contacted HMG to see what happened and they said the error was with Arcturis who assured Barb we will not be charged for additional work required to correct their error.

In other construction matters, Christi reported that just that day she received a new memo from Chrissy with Arcturis and a building update that will be reviewed under new business. She said questions are being presented by Alissa, city administrator, dealing with setbacks and variances and if IDOT will approve a curved sidewalk in front of the building, etc.

City Council Liaison: Nothing to report

Old Business: Review of 2013 Library Calendar: Nothing to act upon. Christi said it is the last fiscal month of the year and she is working on the annual report due in July.

A quick review of 'Serving Our Public, Chapter 10 ..."Marketing, Promotion and Collaboration", Barb said we need to remain active keeping the public informed about the library and the construction project and let them see what a wonderful resource the library is for the community

75th Anniversary: Sharon said we should have a float in the parade and asked Jeff if he could contact the person again who made the Christmas float. Jeff said he would. Sharon made the motion that we have a float in the Clinton County parade and that the cost of it should not exceed \$550. Darren seconded the motion all were in favor, motion carried.

New Business: Personnel Committee: The personnel committee of Darren, Brad and Jane, recommend that Christi attend a series of training meetings with Wendy Symer, a consultant who specializes in professional development and marketing. Brad and Barb met with her and then the committee reviewed her experience and resume. They believe Wendy will be very beneficial to the library director to develop marketing and personal skills that will in turn be invaluable to the library. Darren explained that it is a 3 month program and that Christi would participate twice a week. The cost is \$1,000 per month, for a total of \$3,000. Christi agreed to pay half, \$1,500 so the committee recommends the board pay the remaining \$1,500.

Mayor Fauke said other city employees have all of their training paid for them and that she does not believe Christi should have to pay for any of the training. Barb said the committee was concerned about the library budget. Jane said we do have money remaining in the travel budget line item that Christi did not use that could go towards this training. Darren then made the motion that the library board pay \$3,000 for Christi to attend the professional development/marketing sessions with Wendy Symer for 3 months. Brad seconded the motion. All were in favor, except Wendy Folen who voted nay. Motion carried. The draft budget for 2013-14 will be amended to include this.

The latest building update provided by Arcturis was presented to the board. It showed a much smaller site than they presented before. They had to reduce the building size and took some out of the community room. They had to lose parking in the back and the question of how effective outdoor patio space would be on such a busy street and so close to the gas station. Wendy told them of all the discussions on the HVAC options and that while our architect is trying to steer us to the newer VRF system, Keith Poettker is recommending HVAC because there are more contractors familiar with it and it can be bid more competitively and serviced easily.

Frank presented research he has conducted regarding the use of solar panels. The goal, everyone agrees, is to make the new building as efficient as possible to keep utility costs as low as we can. Frank said a company called Microgrid Solar actually fills out a grant application for us that would cover a good portion of the cost. The grant is the ICECF Grant and it is due July 16. Frank wants the architects to know that we are interested in this.

Barb thanked Frank for looking into this and the construction committee said the information will be given to Arcturis, who earlier had recommended against solar panels because it takes so long to get a pay-off out of them. With the grant paying for much of the expense, the pay-off would be sooner and they would help reduce maintenance costs.

Barb reminded us that she will not be at the next board meeting. She will be out of the country for a couple of weeks. Darren, the VP will run the meeting. She said we should include groundbreaking discussions on the agenda for that meeting. She said the legislator's offices she has contacted have said they are available in June on a Monday morning or Saturday.

Kim agreed to handle planning the groundbreaking and it was decided that can coincide with the 75th anniversary party. Therefore, Sharon and Kim will work together.

Public Comment: Rob Hyten said we should establish a "Friends of the Library" program. (The board has tried this in the past and intends to pursue it again after getting through the planning of the new building.) Rob advised Frank that with his solar research, to make sure that when a company shows statistics, and mentions cost of energy as compared to solar, to see how the cost of energy compares with Carlyle's situation. He said we are fortunate to have a good negotiated electrical rate in the city that may exceed the standards used for comparison purposes.

Christi said she forgot to mention that there will be an indoor book sale to coincide with the City-wide yard sale on April 19, from 9-5 and April 20, from 9-2. Anyone who can help set up on the 18th would be welcome.

The meeting adjourned at 8:50 pm. The next board meeting is scheduled for May 6, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting
Case-Halstead Library Board of Trustees
Monday, April 22, 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

Absent: Brad Hoffman, Jeff Taylor-City Council Liaison

Also Present: Jean Van Dorn, Rob Hyten, Mary Grubb (7:35 p.m.), Eugene Van Dorn (7:45 p.m.)

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

Barb reported that Arcturis came to the library on April 19 and presented an interior and exterior color palette, in addition to perspective drawings that detailed the interior ceiling and other key areas of the new library, including the circulation desk and the children and teen areas.

Christi projected the drawings on the screen and Barb asked Wendy to present the designs to the board. She asked everyone to please hold their comments until the end.

Wendy reviewed the following: library ceiling options (2), fireplace design (2), exterior and interior color palettes, children and teen areas, heritage room, gate options, exterior reading garden design, a rough colonnade idea, and landscape suggestions. Also discussed were Arcturis's ideas for a fence to separate the parking lot from the alley and the fact that we just heard that there will be an approximate 2 foot of height difference from the library parking to the alley.

After the presentation, Frank said he discussed fence options with a botanist at SWIC and she had the same suggestions as Arcturis. (Basically a decorative vine on a lattice or trellis that could change colors in the fall and grow back in the spring.)

After discussions, Wendy made the motion to accept Arcturis's proposal of an open style heritage room. Sharon seconded, all were in favor and the motion carried. We also felt this room could remain without a door, but to keep the door on the conference room. We discussed the idea of widening the heritage room and making sure Arcturis accounts for our current microfiche equipment, even though a future goal would be to digitize that material.

Jane made the motion to accept the fireplace option A with the see-through fireplace, moved away from the wall. Wendy seconded the motion, all were in favor and the motion carried.

Sharon made the motion to accept Option A ceiling design, Kim seconded the motion, all were in favor and the motion carried.

Regarding the gate, everyone agreed that a 30' electric gate would not be in our best interest, even though Frank and others liked the idea of having the fireplace space for a pre or post event. We said we would need

to see an option 3 and discussed the idea of relocating the doors into the community room so a smaller gate could be placed in front of the circulation desk.

We all agreed we would rather see a more traditional circulation desk without the glass book stack idea and that it should be curved. We would like to see another ceiling option that repeats the curve.

Christi said she would like to be able to get out from behind the circulation desk easier. She said a swinging gate idea was used in O'Fallon. She would also like a sidelight on her door. We discussed the fact that her office is only 9' wide and decided to ask Arcturis to take a couple of feet from the delivery room and add to the director's office so it is more functional.

The placement of the kids and teen area were discussed and Darren said he believes the children should not be next to the door. Barb and Wendy said the children should not be next to the heritage room. We decided to direct Arcturis to move the teen/tutor and children's space to the southwest wall of the library.

The interior and exterior color palettes were discussed. We all seemed to think that the white tile and counter may be better as a cream and will ask Arcturis to present some other possibilities. The cork floors were discussed and some will try to go to the downtown St. Louis library to see them.

Barb was disappointed that the red brick had not been presented for the exterior. Arcturis did not bring any because they said they really recommend the light brick. They had left samples and while a vote was not taken, the majority of board members seemed okay with the light brick. Wendy said she would contact Richards Brick and see if they could send us to some addresses to view a larger sample. Everyone agreed that there needs to be some contrast between the cast stone and the brick and decided lighter on the cast stone and darker on the windows and trim including the steel structures.

Public Comment: Rob Hyten said we were welcome to come to his office and see his circulation desk, perhaps we could gather some ideas from it. He wondered if two was enough handicapped parking spots as our plan shows. He recommends as we wind down from the planning to gather volunteers and have fundraisers and organize a "Friends of the Library."

He said he knows three different people willing to work with citizens to help develop green spaces and with tree and shrub management. He mentioned Joe Mioux as someone to consult with and said this was a "good meeting tonight."

Jean Van Dorn provided some information on invasive plant materials. Eugene Van Dorn said the American Holly was hard to find in our area.

The Special Meeting adjourned at 9:35 p.m. The next regular board meeting will take place on Monday, May 6 at 7:00 p.m. Barb reminded the board she will not be present.

Respectfully Submitted,

Wendy Folen, Secretary

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
LIBRARY					
20-56-4210 SALARIES-REGULAR	5,170.85	62,640.05	82,350.00	19,709.95	76.07
20-56-4510 HEALTH & DENTAL INSURANCE	581.15	7,773.81	7,500.00	(273.81)	103.65
20-56-5110 MAINTENANCE SERVICES-BUILDING	150.00	5,194.08	5,130.00	(64.08)	101.25
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	1,772.54	2,025.00	252.46	87.53
20-56-5330 LEGAL SERVICES	.00	28,128.40	20,000.00	(8,128.40)	140.64
20-56-5490 OTHER PROFESSIONAL SERVICES	721.14	5,869.58	6,570.00	700.42	89.34
20-56-5510 POSTAGE	20.51	317.10	450.00	132.90	70.47
20-56-5520 TELEPHONE	143.00	928.01	2,700.00	1,771.99	34.37
20-56-5530 PUBLISHING	63.00	808.38	1,350.00	541.62	59.88
20-56-5540 PRINTING	.00	4.75	630.00	625.25	.75
20-56-5620 TRAVEL EXPENSE	.00	156.68	900.00	743.32	17.41
20-56-5630 TRAINING	.00	150.00	720.00	570.00	20.83
20-56-5710 UTILITIES	478.34	6,871.29	6,300.00	(571.29)	109.07
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	5,311.60	4,000.00	(1,311.60)	132.79
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	66.69	270.00	203.31	24.70
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	5.18	.00	(5.18)	.00
20-56-6510 OFFICE SUPPLIES	.00	1,845.51	1,800.00	(45.51)	102.53
20-56-6540 JANITORIAL SUPPLIES	10.91	268.52	360.00	91.48	74.59
20-56-6580 PERIODICALS	.00	1,403.18	2,250.00	846.82	62.36
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	214.76	3,060.00	2,845.24	7.02
20-56-8700 FURNITURE	.00	.00	2,400.00	2,400.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	790.01	26,347.85	28,000.00	1,652.15	94.10
20-56-9250 SPECIAL PROGRAMS	129.36	2,448.01	3,780.00	1,331.99	64.76
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	90.00	90.00	.00
TOTAL LIBRARY	8,338.10	158,525.97	182,635.00	24,109.03	86.80
TOTAL FUND EXPENDITURES	8,338.10	158,525.97	182,635.00	24,109.03	86.80
NET REVENUES OVER EXPENDITURES	(2,593.46)	(5,564.71)	(1,995.00)	(3,569.71)	(278.93)

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 11 MONTHS ENDING MARCH 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	.00	28,292.66	28,430.00 (137.34) 99.52
20-3150	MOBILE HOME TAX	.00	80.72	90.00 (9.28) 89.69
20-3160	PAYMENT IN LIEU OF TAXES	.00	5,401.27	5,220.00	181.27 103.47
	TOTAL TAXES	.00	33,774.65	33,740.00	34.65 100.10
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	GRANTS	.00	3,918.19	.00	3,918.19 .00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	3,918.19	.00	3,918.19 .00
<u>FINES & FORFEITURES</u>					
20-3530	PENALTIES-LIBRARY FEES	740.03	6,899.56	13,000.00 (6,100.44) 53.07
	TOTAL FINES & FORFEITURES	740.03	6,899.56	13,000.00 (6,100.44) 53.07
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	4.61	25.03	50.00 (24.97) 50.06
20-3831	DONATIONS	.00	3,025.00	2,000.00	1,025.00 151.25
20-3832	DONATIONS-SUMMER READING	.00	1,994.00	1,000.00	994.00 199.40
20-3833	DONATIONS-BOOK SALES	.00	339.50	300.00	39.50 113.17
20-3860	MADDUX TRUST	.00	22,985.33	20,500.00	2,485.33 112.12
20-3890	MISCELLANEOUS - GIFTS	.00	.00	50.00 (50.00) .00
	TOTAL MISCELLANEOUS REVENUE	4.61	28,368.86	23,900.00	4,468.86 118.70
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	5,000.00	80,000.00	110,000.00 (30,000.00) 72.73
	TOTAL OTHER FINANCING SOURCES	5,000.00	80,000.00	110,000.00 (30,000.00) 72.73
	TOTAL FUND REVENUE	5,744.64	152,961.26	180,640.00 (27,678.74) 84.68

Case Halstead P.L. – Income and Expenditures

March 2013

1. Income

- A. Nonresident Fees- \$238.00
- B. Fines & Fees- \$71.05
- C. Copier & Printer- \$139.30
- D. Fax Machine- \$56.25
- E. Donation - \$20.00
- F. Amazon Book Sale (not in totals) –\$88.28

Total \$524.60

Total at CH \$750.59

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$369.43</u>
Cleaning Service - \$300.00	
Tucker Electrical - \$69.43	
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 \$48.98</u>
Postage - \$48.98	
5520 Telephone	<u>5520 \$92.73</u>
AT&T - \$67.73	
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 \$50.00</u>
SPLMI - \$50.00	
5710 Utilities	<u>5710 \$443.74</u>
City of Carlyle - \$345.73	
Ameren - \$98.01	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$222.22</u>

Demco - \$198.82	
Quill - \$11.32	
Walmart - \$12.08	
6540 Janitorial Supplies	<u>6540 \$25.36</u>
Wal-Mart - \$25.36	
6580 Periodicals & Newspapers	<u>6580 \$</u>
Glamour - \$14.99	
Health - \$13.00	
Illinois Country Living - \$10.00	
8300 Equipment	<u>8300</u>
8700 Furniture	<u>8700</u>
8800 Books & Other Materials	<u>8800 \$3641.47</u>
Amazon - \$152.96	
Baker & Taylor - \$1082.19	
Belleville Public Library - \$22.95	
Broad Reach Books - \$395.97	
Center Point - \$148.59	
Gale - \$194.33	
Hayner Library - \$26.00	
Penworthy - \$965.80	
Smart Apple Media - \$393.30	
Windfall - \$259.38	
9250 Special Programs	<u>9250 \$1365.00</u>
Animal Tales - \$295.00	
Curtains Up - \$250.00	
Laughing Matters - \$325.00	
Mad Science - \$295.00	
Phyllis Hostmeyer - \$200.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$7059.90</u>

Late Bills from March

5710 Proliance - \$113.65

Library Construction Bills

March 2013

8900 Other Improvements

Arcturis - \$60,164.61

Hall of Frames Deposit - \$200.00

Ken Mehochko - \$478.40

Total - \$60,843.01

Library Director

Date

Library Board Treasurer

Date

Mayor Jan Fauke

Date

Circulation Statistics---Monthly

2013 April

ADULT---1804

CHILDREN---420

YOUNG ADULT---61

RENEWALS---346

MANUAL CHECKOUTS---84

TUMBLEBOOKS---23

Overdrive---190

TOTAL=2928

2012 April

ADULT---1873

CHILDREN---450

YOUNG ADULT---85

RENEWALS---553

MANUAL CHECKOUTS---56

TUMBLEBOOKS---22

Overdrive---98

TOTAL= 3137

ROUTE INS= 336

ROUTE OUTS= 579

COMPUTER USE= 328

Adult Programs (Civil War) – 26

Teen Program (Rise of the Guardians) - 6

Minutes for Construction Committee meeting
With Carlyle Finance Committee
Case-Halstead Library Board of Trustees
Tuesday, April 9, 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: Keith Poettker, Construction Manager

The meeting was called to order at 4:35 p.m. by Barb. She immediately proceeded to new business and opened the floor for discussion on an in-house process for handling bills. An earlier worksheet showed how they would go from the library to the construction manager to the finance committee to city hall. However, the question remains how the construction committee and the library board could review bills in a timely fashion.

Barb said different options were available, such as having a weekly standing meeting for the construction committee as more bills arrive, or to do as City Hall does, and have them in a file at the library with each committee member responsible for review and then placing a check next to their name to indicate acceptance.

The Construction Committee appeared to favor the latter idea.

Two bills were brought before the committee by Christi, one from Hall of Frames requesting a \$200 deposit on the repair of the old General Dean hand painted canvas found damaged in the attic.

The other was for the first payment to Arcturis in the amount of \$30,000 because 30 percent of their work has been complete. In addition, the bill had reimbursable amounts for items such as copies, but questions raised to Arcturis by Christi resulted in their admittance that some of the reimbursables on our bill, were not ours, but another one of their clients. Arcturis said at this point, the library can restrain from paying the portion of the bill for reimbursables until a correct version is submitted.

Darren made the motion to pay the two bills as presented, without the reimbursable amount for Arcturis at this point, Jane seconded the motion, all were in favor and it carried. The bills will be presented to the finance committee and then voted on at the next City Council meeting on May 13, according to Christi. Wendy said we need to let Arcturis know this lengthy process so a late fee is not incurred.

Budget and timeline update: Keith Poettker presented his budget and timeline with the assumption the drawings would be finalized by the end of April. Christi projected it on the wall and discussion followed. Frank said he was pleased that the project was very close to the

budgeted amount, with contingencies. Keith did point out that new sidewalks were included and some landscaping, but not irrigation or gas. Demolition of the old building and asbestos abatement are included in his figure. He said \$300,000 budgeted for furniture is calculated with the \$30 sft price standard for libraries, but that can fluctuate greatly based on the needs.

Frank brought forth information he had researched on solar panels to help with future utility bills. He had price quotes from two companies and information on a grant to help offset the initial cost. Keith said this would require an increase in the electric, roof and steel requirements for the project. He recommended having solar figured into the project as an alternate. Frank said the city electric department should become part of the discussion soon because dual meters are required and excess solar not needed by the library could go to the city with the hope that the library would receive credit. The committee agreed to ask Arcturis to plan for solar as an alternate, because keeping future operational costs to a minimal is the top priority of the library board.

Christi expressed interest in access floors to be able to move items around easier in the future and have access to data, etc. She had to leave to prepare for a program, and in her absence, Keith said it would cost \$15 to \$20 sft and the architects would need to know we wanted this soon because it affects many aspects of the building design. He estimated it would cost at least \$75,000 addition for this convenience.

We discussed the 19 questions posed by Arcturis and compiled a list of answers that is attached. Darren left at this time.

Green Energy was discussed next and HVAC systems. Keith still recommends VAC over VRF because of the familiarity of the contractors in our area with that system and the opportunity to receive competitive bids. Also, the VAV can be serviced more easily in our area. Frank questioned zone controls and Keith said that the VAC system allows for them.

Grant Submission: Christi expects to submit the information required for the State Library Grant, tomorrow.

Public Comment: none

The Construction Committee meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Construction Committee
Case-Halstead Library Board of Trustees
April 18, 2013

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

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

Also Present: Chrissy Hill Rogers and Megan Ridgeway with Arcturis architect firm, Ryan Poettker, Tom Arentsen, chief estimator for Poettker Construction, and Eugene and Jean Van Dorn, citizens of Carlyle

The meeting was called to order by Barb Guebert at 1:35 p.m. All of the guests were introduced. Megan and Chrissy utilized the two upstairs rooms of the library for an exterior finish and interior design imagery presentation. The proposed finish samples were on display in the kitchen, and the drawing presentation took place in the meeting room. Megan operated the visual presentation while Chrissy explained their design concept.

The following was presented: a landscape plan with Arcturis's recommended plants, two options for a privacy screen between the library parking and the alley, two options for a gate to separate the community room after hours (one option included the long gate we told them weeks ago that we did not want), two views of the interior ceiling detail for the reading room, an option for the fireplace as a see-through design originally requested, or an against the wall design, a ceiling "cloud grid" option over the circulation desk, one circulation desk design utilizing colored glass and pure white counters, two space planning options for the heritage room, two design options for the teen area, and one option with a large tree sculpture for the children's library.

Also presented was the idea of a book spine motif for the patio and circulation desk, one finish option for the interior which included cork floors and white entrance tile, the same exterior finish palette shown previously with the added thought that red brick as some on the committee had requested, would not be their recommendation, pictures of some contemporary light fixtures for the reading area and one traditional chandelier for the heritage room.

Issues that were raised: the parking lot will need to have a 2 foot difference in elevation from the alley. We had not heard this before and committee members and guests questioned the architect. Megan said they felt it was the best way to address the issue of the variance between the levels of Franklin St. and the alley. She said their civil engineer has considered the drainage and assured us this will not be a problem. She said they were trying to avoid ramping. More details will be provided later she said about the drainage solution.

Chrissy said they heard from IDOT that they could do a curved sidewalk in front as their plan indicates. The only issue is that if there is ever a situation where it needs repair or replacement, IDOT is only responsible for a straight sidewalk and a curved one would be the city's responsibility.

Some of the construction committee expressed concern with the two screening options Arcturis presented to separate the library parking from the alley. The problem is there is only 18" of space for anything. Barb did not like the bamboo option presented and said it would be difficult to maintain and could spread. Megan said it

would be planted within the confines of the 30" wall and therefore would not be invasive. The other option Chrissy explained was a decorative trellis/screen with a vine. Maintenance was a concern of the board.

Tom with Poettker said he did not have these landscape wall options included in the bid, or for that matter, any of the extensive landscape plans Arcturis was proposing, including decorative pavers in the reading garden. He said the cost estimate would need adjusting.

Arcturis said their landscape plan incorporates very native plantings, with no requirements for an in-ground irrigation system. Chrissy said they followed a whimsical design scheme that will consist of mainly ground cover across the front side.

More pictures were shown for the exterior trellis idea, with more research to follow. Chrissy said it will be prefinished steel with a 20 to 25 year maintenance schedule. The picture shown was from the Whorton School of Business in Pennsylvania. Chrissy said glass or fabric material would cover the trellis leading into the main entrance of the library to provide cover.

The price of cork in the reading area, as compared to carpet, was questioned by Tom with Poettker. Chrissy said they are comparable in price.

Megan said cork was being used in many libraries today and Chrissy said it has a 50 year wear warranty, more acoustical properties than carpet, is easily maintained, and will withstand book carts and extended use. She said years from now it can be refinished like a wood floor.

Other materials: Wendy expressed concern with the stark white color of the counter and the white tile. The committee seemed to like the dark wood presented for the circulation desk and the doors.

The white brick for the exterior was presented again. Megan said they knew some on the library board had expressed interest in a red brick, but they do not recommend that. They recommend a more neutral color palette for the following reasons: it carries over from the old library, it is more neoclassical by nature, it provides more of a classical feel, less institutional, it relates better with the architecture in the community.

Eugene Van Dorn questioned if the white brick that Megan said had iron spots in it, would show signs of oxidation or black streaks. Megan said it would not.

The gate system: Arcturis presented two options to close off the library after hours. One was the long gate that stretched from the edge of the circulation desk to the Franklin St. wall, or if the circulation desk was moved back, could span the long space from wall to wall. It would be electric and come down from the ceiling. It would allow for a gathering pre or post-event area for the community room as it included the fireplace. The other option of gate system left the circulation desk open and cut across right by the community room door. It had a second gate by the restrooms.

Two options for the teen room were presented and both were modern with custom glass options to separate a tutor room. The children's space had a focal point of a large metal tree sculpture that Chrissy related to the Magic House idea where children could hang their names. She said people could look across the library and see the children's space.

Two ceiling options were presented for the large space called the reading area. One included a double roof with acoustical suspended ceiling panels above dry wall shapes.

The heritage room was the only room presented with history from the old library as requested. Two options were provided, one which separated the space with sections of the iron gate from the upstairs balcony of the current library, one which included one long table. Both spaces had room to hold the Case collection of books we found in the attic. Both options had the old fireplace covers from the building as art across the back wall. Neither option showed the microfiche machine and Arcturis said it could easily be accommodated.

No signage was presented and minimal lights. The architects said no support columns were required in the large open space they call the reading room.

Nothing was presented for the community room except a photo of a ceiling from another commercial interior that represented the two large acoustical "clouds" that would be 9.5 feet above the floor with a projector between. They kept it simple so it could be multifunctional they said. The conference room was not discussed.

Frank told Arcturis about the solar research he had done. Chrissy recommends this solar option be treated as a retrofit and said the ceilings they have planned will accommodate a solar panel systems. They liked Microgrid Solar, one of the companies Frank had researched.

Barb reminded Arcturis as they went back to the landscape plan, that the library does not have a commercial company to maintain the landscaping and that upkeep has to be minimal. She said some in the city thought it would be nice if the exterior lights by the library mimicked the city lights by city hall and the courthouse. Arcturis said they would look at them on their way out of town.

Wendy left at 2:55 and Frank took over the recording of the minutes at this point.

Frank asked about the insulation R-values for the walls, floors and roof. Chrissy promised to get back to him. Frank asked about the roof and was told it could be a white TPO roof, but it would be cheaper to have a membrane roof. It was mentioned that solar panels would actually help protect the roof, so could use the less expensive roof. Frank mentioned the figure provided by the solar vendor Microgrid solar for the weight of the solar panels: the 7-10 PSF. Megan said that that should be no problem and would not require extra cost. Frank asked about the sound levels in the reading garden being over 95 decibels and the options for sound reduction landscaping or a stone wall were discussed. Barb asked about the large stone blocks on the property and how they could be used in the landscaping.

Arcturis will need answers to several options presented in the plans: usually between two choices. They will send us a list. A special Board meeting will be scheduled ASAP. The optional items include the Heritage room, a gate for closing off the Community Room from the rest of the Library, interior windows for the library director's office, a wooden grid over the circulation desk, other ceiling options for the remainder of the library and material and color selections, etc.

Meeting adjourned at 3:40 p.m. A special meeting will be posted for 4/22/13 for the library board to discuss the presentation.

Respectfully Submitted,

Wendy Folen, Secretary

**PERSONNEL COMMITTEE MEETING
10 AM - 1 March, 2013
Case-Halstead Public Library
571 Franklin Street - Carlyle IL**

PRESENT: Jane BULLOCK, Brad HOFFMAN, Darren TRACY

ALSO PRESENT: Barb GUEBERT, Christi GERRISH (after executive session)

Darren called meeting to order at 10:00. Jane moved to go into executive session to discuss personnel matters, Brad seconded.

Brad moved to come out of executive session and return to open meeting. Jane seconded.

Christi was brought in to discuss proposed salary increase, personal development training, evaluation, improved communications with City Hall, etc.

Christi provided an impressive list of her first year accomplishments.

Committee and Christi approved and signed the evaluation.

Darren adjourned meeting at 10:50.

PERSONNEL COMMITTEE MEETING
6 PM - 1 April, 2013
Case-Halstead Public Library
571 Franklin Street – Carlyle IL

PRESENT: Jane BULLOCK, Brad HOFFMAN (arrived at 6:05), Darren TRACY

ALSO PRESENT: Barb GUEBERT, Christi GERRISH (after executive session)

Darren called meeting to order at 6:05.

Christi reported that she spoke to Wendy Seimer about personal training and concerns about how to better connect with the public to make them aware of new library options. Ms Seimer suggested a 3 month mentoring program, as well as a 12 week sales and marketing course. Christi would meet twice a week with Ms Seimer, for an hour or 90 minutes each session. The total cost for both courses is \$1,000 per month.

Jane reports that there is still \$570 left for training in current fiscal year budget. There is \$820 in the proposed budget for FY 2013. Due to budgetary concerns, the committee will recommend to the Board of Trustees that we reimburse Christi for half of first month's fee (from this year's budget), the library will pay for second month (after making adjustment to proposed budget), Christi will pay for the final month. It has also been proposed that a syllabus and certificate of completion be available in Christi's personnel file.

Darren made motion to have Christi attend the courses as laid out above, with library funds paying 50% of the cost. Jane seconded and the motion passed. The committee will recommend this to the full Board. Christi reported that, although originally apprehensive, she is excited and more than willing to take this training.

This committee will recommend to the full Board that we make a change of \$1,000 additional funds in "Training" line item as the proposed budget has yet to go to City Hall.

Darren adjourned meeting at 6:30.

**PERSONNEL COMMITTEE MEETING
10 AM - 15 January, 2013
Case-Halstead Public Library
571 Franklin Street – Carlyle IL**

PRESENT: Jane BULLOCK, Brad HOFFMAN, Darren TRACY

ALSO PRESENT: Barb GUEBERT (arrived at 10:20)

Meeting called to order at 10 AM in upstairs conference room of CASE-HALSTEAD PUBLIC LIBRARY.

Jane made a motion to go into executive session. Seconded by Brad.

Brad made motion to leave executive session and return to regular open meeting. Seconded by Jane. At this point, we took a 10 minute break before bringing Christi in to discuss her evaluation.

Darren and Brad brought several concerns to Christi, as well as discussed how well we thought she has done in such a short time. Christi was open to additional staff training to teach them how to do more of the everyday jobs at the library. She said that she would try harder to make herself better understood at City Hall and would not be insubordinate to those above her. She also said that she would think about a personal training course to better help her handle situations like the one at City Hall.

Darren adjourned the meeting at 12:30.