

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, August 5, 2013

Meeting Location: Case-Halstead Library, Main Floor, 571 Franklin, Carlyle, IL 62231

Board Members Present: Barb Guebert, President; Darren Tracy, Vice-President; Jane Bullock, Treasurer; Sharon Berdeaux; Kim Stamps; Brad Hoffman; Frank Buckingham; Brenda Johnson, City-Council Liaison; Christi Gerrish, Library Director

Absent: Wendy Folen (excused absence)

Also Present: Mayor Mike Burton, Jo Hollenkamp, City Administrator, Jean VanDorn, and Carlyle Union Banner Editor Mark Hodapp

Barb Guebert called the meeting to order at 7:03 p.m. The Pledge of Allegiance was recited.

Meeting Minutes: The minutes of July 1, 2013, were approved on a motion by Jane, with a second by Brad, after correcting the spelling of the names of Bonnie Nehrt and State Library Attorney, Phil Lenzini.

The minutes of Special Meeting, July 18, 2013, were approved on a motion by Sharon, seconded by Kim, after correcting wording regarding hanging the portraits of Mary Ellen Halstead and Zophar Case in the new library.

Treasurer's Report: Jane gave the Treasurer's Reports for May 31, 2013, and June 30, 2013. The June report showed receipt of the Per Capita Grant, \$3371.72. Jane explained that Account 8800-Books and Materials-balanced with the May and June reports added together, taking late bills into account from May into June. The Treasurer's report was approved on a motion by Brad, with a second by Frank.

Library and Construction Bills: Christi reviewed the July, 2013, Income and Expenditure report. Cash turned into the City from fines and fees have been difficult to track precisely. Christi is looking into purchasing a cash register to keep better accounting. Payment for the Union Banner advertising bill will be divided to reflect 2 ads for the summer reading program to be paid from our budget, and one ad for the Jesse White visit to be paid by construction project funds. Account 8800-Books and Materials- bills are approximately \$400-500 higher due to Baker & Taylor sending 2012-2013 invoices after the end of our fiscal year. Frank moved to approve the bills, with Jane seconding. Motion approved.

The Construction Project bills totaling \$28,916.21, were presented and approved on a motion by Darren, with Kim seconding.

Statistics: Christi presented the statistics for July, 2013, which show increases in circulation figures compared with July, 2012.

Director's Report: Thirty-one readers of 96 who registered for the Summer Reading Program completed the program and received prizes. Special Programs in June and July were well attended.

Christi reported on anticipated Staff absences. Marge Widman and Karen Dall will be off in Sept and October. Tona Holle is returning to work tomorrow.

Christi gave an update to the questions about Directors and Officers liability insurance coverage under the City's policy. The board members are covered up to \$1,000,000 per occurrence, with a cap of \$8,000,000 per annum.

Standing Committee Reports: Personnel Committee will meet within the next 10 days.

Other Committee Reports: Barb reported that the advertising for construction bids began July 29th. August 13th, Poettker will hold a "pre-bid conference." Deadline for questions about the bids is August 15th. Bids will be opened at the Library at 2 PM on August 22.

The Environmental Scan Committee met July 22 to complete a requirement for the upcoming Per Capita Grant. The minutes were reviewed by Kim, detailing the strengths, weaknesses, opportunities, and threats identified. Christi will include this report in the Per Capita Grant.

The Nominating Committee did not meet as the current officers each expressed wishes to remain in office if the Board so voted.

By-Laws update and changes were reviewed by Kim. This was the First Reading. The Second Reading and vote will be at the September 3, 2013 Board meeting. The proposed changes are attached to these minutes. Duties of the Secretary will now include recording those present, those absent, those absentees excused, names of guests and members of the public, and information on board member resignations and terms. The second change regards terms of office, required trustee orientation, and resignation procedures.

Old Business: Review of minutes of closed meetings was postponed due to the absence of Secretary Wendy Folen. The review is rescheduled for the September, 2013, meeting.

Brief discussion of future 75th anniversary events included displaying the time-line posters in the Reading Room, the possibility of having IL Road Scholar programs in the fall, and organizing a program of local people sharing experiences and knowledge of Carlyle's past.

A discussion of naming the new library driveway brought several suggestions. The decision was to have a ballot at the library and online for patrons to voice their opinions for a name. Three were selected as ballot choices: Case-Halstead Place; Ethel Maddux Way; and Library Lane. The vote will conclude August 30. Naming is required for the 911 coordinator to assign an address to the new library building.

A time-capsule project is being planned. Kim will meet with Jr. high history teacher, K.G. Yaunches, to discuss ideas and possibly identify students who would continue with the project

for several years.

Christi announced that the moving of shelving and books from the east wing will be scheduled when we know the construction schedule. Several organizations and individuals have volunteered thus far.

Barb stated that the construction committee will meet August 7 at 5PM. The committee will soon need to inventory library fixtures to decide what to keep for the new building and what to dispose of. Mayor Burton mentioned that Mr. Sheets would like to buy the old flooring before demolition. We will need to discuss that with Poettker, who has said demolition bids usually include everything that can be salvaged by the bidder.

Discussion of the 9/11 monument by the flagpole was postponed until the landscaping plan is complete.

The Mayor will appoint a new board member to replace Brad Hoffman at the next City Council meeting, August 12th.

Christi is waiting for information regarding upgrading to a T-1 line for our computers.

New Business: Barb attended the Carlyle Electric Dept meeting last week. The Electric Dept is investigating policies/ordinances regarding solar power in Carlyle. Carlyle is part of the IMEA for purchasing and regulating power. The city is involved in an on-going discussion on solar energy. The Board discussed this in general terms with input from Frank and from Jo Hollenkamp. Barb stated her opinion that Carlyle should be looking forward in order to stay attractive to future business development. We will investigate this further after the construction bids are evaluated to see whether solar power is feasible for the new building.

The Board addressed Chapter 10 of Serving our Public, completing the checklist on Marketing. Case-Halstead is currently compliant with most points. We will continue to work on our marketing and promoting of the library.

The Library's AED, Automatic External Defibrillator, needs to be mounted in a convenient place for use. Christi will find a certified trainer so the library staff can be trained to use the device.

Election of Officers: Brad moved to place in nomination the names of Barb Guebert, President; Darren Tracy, Vice-President; Wendy Folen, Secretary, and Jane Bullock, Treasurer, to elect board officers for 2013-2014. There were no nominations from the floor. Sharon moved to close nominations. Frank seconded. The officers were reelected unanimously.

Barb made Standing Committee assignments:

Budget: Jane, Barb, Brenda

Building & Grounds: Wendy, Kim, Frank

Long Range Goals: Sharon, Darren, Kenny

Personnel: Darren, Jane, Sharon

There was no public comment.

The meeting was adjourned at 8:40 pm on a motion by Brad, second by Darren.

Respectfully submitted,

Sharon Berdeaux, Substitute Secretary

CITY OF CARLYLE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING JULY 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110	PROPERTY TAX	.00	.00	28,000.00 (28,000.00)	.00
20-3150	MOBILE HOME TAX	.00	.00	80.00 (80.00)	.00
20-3160	PAYMENT IN LIEU OF TAXES	.00	.00	5,300.00 (5,300.00)	.00
	TOTAL TAXES	.00	.00	33,380.00 (33,380.00)	.00
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440	GRANTS	.00	3,371.72	.00 3,371.72	.00
	TOTAL INTERGOVERNMENTAL REVENUE	.00	3,371.72	.00 3,371.72	.00
<u>FINES & FORFEITURES</u>					
20-3530	PENALTIES-LIBRARY FEES	587.60	1,841.70	7,000.00 (5,158.30)	26.31
	TOTAL FINES & FORFEITURES	587.60	1,841.70	7,000.00 (5,158.30)	26.31
<u>MISCELLANEOUS REVENUE</u>					
20-3810	INTEREST INCOME	.67	5.13	25.00 (19.87)	20.52
20-3831	DONATIONS	.00	.00	2,000.00 (2,000.00)	.00
20-3832	DONATIONS-SUMMER READING	100.00	1,450.00	2,000.00 (550.00)	72.50
20-3833	DONATIONS-BOOK SALES	20.00	759.54	300.00 459.54	253.18
20-3860	MADDUX TRUST	.00	.00	.00 .00	.00
20-3890	MISCELLANEOUS - GIFTS	.00	.00	.00 .00	.00
	TOTAL MISCELLANEOUS REVENUE	120.67	2,214.67	4,325.00 (2,110.33)	51.21
<u>OTHER FINANCING SOURCES</u>					
20-3990	TRANSFER FROM OTHER FUNDS	10,000.00	30,000.00	131,000.00 (101,000.00)	22.90
	TOTAL OTHER FINANCING SOURCES	10,000.00	30,000.00	131,000.00 (101,000.00)	22.90
	TOTAL FUND REVENUE	10,708.27	37,428.09	175,705.00 (138,276.91)	21.30

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING JULY 31, 2013

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	5,457.11	19,100.96	85,600.00	66,499.04	22.31
20-56-4510 HEALTH & DENTAL INSURANCE	1,402.53	2,564.83	9,500.00	6,935.17	27.00
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	969.43	5,500.00	4,530.57	17.63
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	102.60	321.00	2,075.00	1,754.00	15.47
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.00
20-56-5490 OTHER PROFESSIONAL SERVICES	708.00	1,370.40	6,600.00	5,229.60	20.76
20-56-5510 POSTAGE	9.27	82.34	450.00	367.66	18.30
20-56-5520 TELEPHONE	79.75	271.68	2,700.00	2,428.32	10.06
20-56-5530 PUBLISHING	245.70	245.70	1,350.00	1,104.30	18.20
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	900.00	900.00	.00
20-56-5630 TRAINING	.00	50.00	3,820.00	3,770.00	1.31
20-56-5710 UTILITIES	538.88	1,615.50	7,000.00	5,384.50	23.08
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	6,000.00	6,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	270.00	270.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	24.73	276.24	2,000.00	1,723.76	13.81
20-56-6540 JANITORIAL SUPPLIES	31.29	63.54	400.00	336.46	15.88
20-56-6580 PERIODICALS	39.97	1,078.91	3,000.00	1,921.09	35.96
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	66.78	3,060.00	2,993.22	2.18
20-56-8700 FURNITURE	.00	75.00	2,500.00	2,425.00	3.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	3,172.95	8,216.72	30,000.00	21,783.28	27.39
20-56-9250 SPECIAL PROGRAMS	.00	1,735.00	4,800.00	3,065.00	36.15
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
TOTAL LIBRARY	12,112.78	38,104.03	179,355.00	141,250.97	21.25
TOTAL FUND EXPENDITURES	12,112.78	38,104.03	179,355.00	141,250.97	21.25
NET REVENUES OVER EXPENDITURES	(1,404.51)	(675.94)	(3,650.00)	2,974.06	(18.52)

Case Halstead P.L. – Income and Expenditures

August 2013

1. Income

- A. Nonresident Fees- \$168.00
- B. Fines - \$69.00
- C. Fax Machine- \$86.25
- D. Copier & Printer- \$188.40
- E. Book Sale - \$
- F. Donation - \$25.00
- G. Amazon Book Sale (not in totals) –\$72.19

Total \$561.65

Total at CH \$482.40

(9-3 Turned in 161.60) - \$644.00

2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$138.57</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$58.57	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$1044.34</u>
IHLS (Databases) - \$1044.34	
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$86.32</u>
AT&T - \$86.32	
5530 Publishing	<u>5530 \$168.00</u>
Union Banner (Final Summer Reading Ad) - \$168.00	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$920.11</u>
City of Carlyle - \$845.30	
Ameren - \$74.81	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$121.40</u>

Demco - \$109.81	
Walmart - \$11.59	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$6.99</u>
Ladies Home Journal - \$6.99	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1733.21</u>
Amazon - \$117.69	
Audio Editions - \$38.93	
Baker & Taylor - \$701.36	
Center Point - \$88.08	
Gale - \$28.79	
Overdrive - \$0.36	
Sentimental Productions - \$175.00	
Show-Me Books - \$583.00	
9250 Special Programs	<u>9250 \$20.00</u>
Wal-Mart (Summer Reading Gift Cards) - \$20.00	
9290 Miscellaneous	<u>9290 \$20.00</u>
Total	<u>Total \$4538.94</u>

Late Bills from July

5630 Reaching Forward South - \$100.00 (2 employees attending)
8800 Edward Heiberger - 23.98
9250 Standard Rule - \$220.00

Library Project Bills

August 2013

Maddux Trust:

8900 Other Improvements

Barb Guebert (Travel expenses 2013) - \$680.38

Binsbacher & Griffithe - \$129.50

Wendy Folen (Travel expenses May-August, Groundbreaking materials) - \$360.18

Total - \$1170.06

State Grant:

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2013 August

ADULT---2781

CHILDREN---657

YOUNG ADULT---134

RENEWALS--- (already added by age) 543

MANUAL CHECKOUTS---51

TUMBLEBOOKS---7

Overdrive---174

TOTAL=3804

ROUTE INS= 544

ROUTE OUTS= 890

COMPUTER USE= 400

Programs:

Bid Opening – 45

Bid Discussion - 28

2012 August

ADULT---2126

CHILDREN---536

YOUNG ADULT---124

RENEWALS---663

MANUAL CHECKOUTS---61

TUMBLEBOOKS---86

Overdrive---141

TOTAL= 3926

Case-Halstead Public Library
Construction Committee Meeting
Meeting Minutes
August 7, 2013 – 5:00 p.m.

Committee Members Present: Barb Guebert, Frank Buckingham, Darren Tracy,
Jane Bullock

Committee Member Absent: Wendy Folen (excused)

Also present: Board member Brenda Johnson and Library Director Christi Gerrish

Members of the construction committee met at the Library on August 7 to tour and inspect the present library building and take inventory of architectural elements that could be considered "owner salvage" to protect those architectural elements from demolition/salvage contractor bids.

Members of the committee considered the salvage value of the front porch posts, front door, storm door, and stained glass sidelights. Considering the condition of these items, it was decided that only the stained glass could be saved for future use in the new library.

Sections of the wrought iron detail above the front porch will be considered owner salvage and parts will be used in the new Heritage Room.

Cast iron fireplace covers will be reconditioned and painted and used as "public art" in the Heritage Room. A question arose regarding sandblasting the old paint. Brenda indicated that the water department might have a sandblasting machine.

It was discovered that the mantles and fireplace surrounds are actually metal. The committee decided to inquire of the Historical Society to find out if they might be interested in one of the fireplaces for future display in their museum building. It was determined that we should not remove one of these until we are ready for demolition because we don't know what's behind the Z-brick and we wouldn't want to cause a chimney collapse.

A question was raised regarding the original ceilings in the original house. If there are any decorative mouldings or if the original house had tin ceilings, the committee thought that this was worth looking into. We discovered that there is not one, but two dropped ceilings. Poettker can remove part of the ceiling in order to investigate whether mouldings or tin ceilings exist. It was mentioned that Bill Beckemeyer might know something about the original ceiling.

We will keep the brass plate on the front door and ask Jim Roeckeman if he knows what happened to the "bell" that was originally mounted on the door.

We will remove and keep the original coal chute door.

We will contact LuAlice Kampwerth to ask whether the school libraries would be interested in any shelving that we will not be re-using in the new library. We will contact other libraries in the System as well.

We will contact the Historical Society to see if they are interested in any part of the staircase or newell post.

The meeting adjourned at approximately 6:00 p.m.

Respectfully submitted,

Barbara Guebert
Acting Secretary



Poettker Construction

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September 3, 2013

Mrs. Barb Guebert
Case-Halstead Library
571 Franklin St.
Carlyle, IL 62231

RE: New Case-Halstead Library
Contractor Recommendations

Dear Mrs. Guebert,

Poettker Construction Company (hereafter PCC) is pleased to present this letter of recommendation to the Case-Halstead Library Board of Directors in regard to the bids received on August 22, 2013 for the construction of the new library and demolition of the existing structure.

On August 22, 2013, bids were publicly opened and read aloud for the following bid packages for the new library.

BID PACKAGE NO. 1 – GRADING, CONCRETE, AND GENERAL TRADES PACKAGE
BID PACKAGE NO. 2 – MASONRY
BID PACKAGE NO. 3 – ROOFING AND SHEET METAL
BID PACKAGE NO. 4 – DRYWALL, ACCOUSTICAL, AND PAINTING
BID PACKAGE NO. 5 – FIRE SPRINKLER SYSTEM
BID PACKAGE NO. 6 – PLUMBING
BID PACKAGE NO. 7 - HVAC
BID PACKAGE NO. 8 - ELECTRICAL
BID PACKAGE NO. 9 – ASBESTOS ABATEMENT

PCC has reviewed the scope of work with the lowest responsible bidders in each category and is confident that these contractors have submitted accurate bids in accordance with the requirements of the plans and specifications.

Based on the bids received and PCC's bid review and analysis, we are pleased to recommend that the Case-Halstead Library Board of Directors award contracts to the following contractors:

Bid Package No. 1 – Grading, Concrete, and General Trades Package:
Plocher Construction Company, Inc. in the amount of \$1,702,000.00
Bid Package No. 2 – Masonry:
M. L. Vasquez, Inc. in the amount of \$385,000.00.

Bid Package No. 3 – Roofing and Sheet Metal:
Joiner Sheet Metal & Roofing Inc. in the amount of \$99,260.00
Bid Package No. 4 – Drywall, Acoustical, and Painting:
Von Alst Operating LLC. in the amount of \$378,239.00.
Bid Package No. 5 – Fire Sprinkler System:
Automatic Fire Sprinkler, LLC. in the amount of \$25,463.00.
Bid Package No. 6 - Plumbing:
Gerstner Plumbing Company in the amount of \$73,811.00
Bid Package No. 7 – HVAC:
Bel-O Cooling & Heating Inc. in the amount of \$136,800.00
Bid Package No. 8 - Electrical:
Rakers Electric Contracting, Inc. in the amount of \$337,780.00
Bid Package No. 9 – Asbestos Abatement:
General Waste Services, Inc. in the amount of \$29,775.00

PCC also recommends that alternate #3 – Provide cost to supply ceramic tile backsplash at full height in lieu of 4" laminate backsplash at break room 106 and community kitchen 127 millwork walls (west walls of both rooms) be accepted in the amount of \$900 add.

In addition to the above contracts, PCC recommends the following cost reduction measures be accepted at this time:

- Reduce landscape planting allowance from \$75,000 to \$50,000: (\$25,000)
- Change the casework wood from Dooge to a comparable veneer: (\$2,500)
- Delete staff lockers: (\$2,860)
- Substitute Specified Centria Metal Wall Panel for Fabral Select Series 12 Metal Wall Panel: (\$3,200)
- Substitute Sloan EAF_200-P Sensor-activated Lav Faucet to Zurn Z6930-XL-CWB-P6900: (\$500)

The following cost reduction measures are being reviewed by the architect at this time:

- Delete decorative rock work and include as part of landscape allowance: (\$7,122)
- Substitute Specified Capri Cork Flooring for To Market 12 x 24 Cork flooring: (\$18,251)

Sincerely,
Poettker Construction Company



Ryan Poettker

Vice-President Project Management

Cc: Keith Poettker, Vice-President Business Development
0912 File