

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, Dec. 2, 2013

**Meeting Location:** Clinton County Board Room, Carlyle, IL 62231

**Board Members Present:** Barb Guebert-President, Darren Tracy-Vice President, Jane Bullock-Treasurer, Wendy Folen-Secretary, Sharon Berdeaux, Frank Buckingham, Kim Stamps, Ken O'Dell, Brenda Johnson-City Council Liaison

**Also Present:** Christi Gerrish-Library Director, Cory Pritchard and Ryan Poettker of Poettker Construction, Mark Hodapp

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

**Meeting Minutes:** The minutes from the Nov. 4, 2013 board meeting were approved on a motion by Jane and a second by Sharon, with all in favor. Motion carried.

**Treasurer's Report:** Jane reviewed the revenues and expenditures for the month ending Oct. 31, 2013. She reported that 50 % of the fiscal year has elapsed and that 44% of the library budget has been used. Barb asked Jane for a description of the legal consultation fee appearing on line item 20-56-5330. Sharon moved to accept the treasurer's report as presented, Frank seconded, and all were in favor. Motion carried.

Long Range Goals, revised for Jan. 2014, were discussed next because Christi had to run over to the library and pick up some additional paperwork. The long range planning committee of Sharon, Darren and Ken provided four pages of goals. Sharon said they did not address 5 year or 10 year goals because of the new building situation. She said they believe we need to be in the new building for an interim period before a more realistic view of longer range goals can be established. Frank made a motion to accept the long range goals for 2014 as presented, Jane seconded, all were in favor, and the motion carried as Christi returned.

**Library and Construction Bills:** Christi reviewed the income and expenditures for Nov. and said everything appeared to be in order. Frank made a motion to pay the bills as presented. Darren seconded the motion. All were in favor and the motion carried.

Christi reviewed the Nov. construction bills that will be paid from the Maddux Trust account. The question was raised if Poettker Construction had reviewed them and Cory and Ryan said yes. All appeared in order so Sharon made a motion to pay the construction bills and Franks seconded the motion. All were in favor and the motion carried. Barb asked Cory if the project had reached the 30 % mark yet so that the state funds could start kicking in. Cory reported construction is at 25%.

**Statistics:** Christi said the library's total usage numbers are up, compared to the same period last year, as seems to be the trend. 3M Cloud, a new computer system appeared for the first time on the report. Christi said it began Nov. 18 and is in the test phase. She said people are not aware of it yet. Christi reported that the Songs of the Civil War special program was poorly attended, by only 12 people. Barb suggested having an overview meeting, to review the programs of the previous year and to consider suggestions for new programs.

She asked Christi if an open house meeting might be a good idea in the future to hear feedback on the library's services. Christi seemed to like the idea.

**Director's Report:** Christi said she is starting to have a regular monthly staff meeting. The meetings will begin at 8 p.m. on the third Thursday of the month. The first one took place right before Thanksgiving and Christi said the staff raised some good questions and she cleared up some issues. She believes these meetings will keep the part-timers and her on the same page.

**Standing Committee Reports:**

Budget Committee: Will be meeting in February.

Long Range Planning Committee: Already reported.

Building and Grounds Committee: Nothing to report.

Personnel Committee: Will be discussed later in the meeting.

Construction Committee: The cornerstone was discussed. It will be 2' x 1'4". After reviewing some of the suggestions, Sharon made a motion that it should say Est. 1938 Erected 2013. Wendy seconded the motion, all were in favor, motion carried.

It was reported that the Buildings Trades classes from the high school visited the new library's construction site and wish to come back towards the end of the project. Barb thanked Cory and Joe for handling that.

The transformer was discussed. The library board learned that the city wants the library to buy a back-up transformer. Christi said she spoke with John Hodapp and the matter was tabled at the city council meeting until more information can be obtained.

Cory said more details have been provided, that the city ordinance was several years old and did not include all of the information. He said John Hodapp with the city electric department had more pages that were not in the city ordinance book that provides more details.

The engineers of the library construction project recommend a 480 volt transformer for the new building, which Ryan said is not unusual. A letter was presented from Kevin Brown of G&W Engineering (working with Rakers Electric) that discussed the reasoning behind recommending a 480 volt transformer over a 208 volt one. It also stated his opinion, "I do NOT see the need for them (library) to pay for the backup transformer in addition to the one needed for installation. Usually, transformers fail because of overloading and then overheating. So, if the transformer is sized appropriately, the likelihood of this type of failure is very slim. To ask a client to pay for a "just in case" possibility seems unjustified. For what it's worth, I asked one of our founding principles, and in our firm's 21 year history, we have NEVER had this request made by a utility company...for the building owner to pay for a backup transformer."

Brenda said most who build are responsible for their own transformer. She said the City believes the library needs to be responsible for the back-up transformer as they do not stock that type of transformer and in the

event of an outage, it could be months before power could be restored. She said every city building has a way to back-up in the event of a failure.

Wendy asked why the library board has to find out about this by reading the City Council agenda.

Questions were raised regarding if a backup transformer had to be purchased, would the funds come from the state grant or the Maddux Trust. Where would the backup transformer be stored and would it only be used on the library.

Cory said a pole mounted transformer could provide a quicker turnaround for repair in the event of a power failure. He said he is still talking with John Hodapp and Rakers about a pad or pole mount. Also, he is looking into the cost of backup generators as an idea with a separate feed into the building to support it. More information is needed on companies who lease backup generators in the area and if it is possible to get placed on a priority list.

Sharon made the motion to accept the electrical engineer and architect's recommendation for a 480 volt transformer for the new building. Darren seconded the motion, all were in favor and the motion carried.

City Council Liaison: Brenda said Carlyle will be represented at three different boat shows and they will be distributing a visitor's guide. She said library events could be included and asked what everyone thought of the idea of holding a Christmas Arts & Crafts fundraiser at the new library. Everyone liked the idea, but decided it was way too early to make a commitment for it, as a policy has not been established for the new community room.

**Public Comment:** None.

**Old Business:**

Review of 2013 Library Calendar: Tax levy, .075, the city is asking the same for the library as the 2011 budget.

75<sup>th</sup> Anniversary: Sharon had nothing to report.

Christmas Parade: Frank said Deanna has costumes if any board members wants to walk and hand out the candy that was donated by the library. He gave some times that he would be working with the students on the float if the members wish to help.

Holiday Potluck: Kim volunteered to work on this. She said she will have more information in January.

Holiday Closure: The library will be closed on Dec. 24, 25 for Christmas and will close at 5 pm on Dec. 31, and be closed on Jan.1, 2014 for New Year's Day.

Adoption of Board Ethics Statement: The statement, which had its second reading was signed and adopted by all board members. It discusses proper protocol for Library Trustees.

Dickens Carolers: It was very well attended with almost 100 people. The library board provided the refreshments and sponsored the event which took place on Dec. 1 at the Messiah Lutheran Church fellowship hall. Kim organized the refreshments and the set-up and tear down.

**New Business:**

The personnel committee met on Nov. 19 and provided minutes of the meeting. The committee includes Darren, Jane and Sharon. Christi was also present at their meeting and introduced proposals dealing with salary schedules for library employees, evaluation forms, and as required by the state, a policy dealing with clean-up of blood-borne pathogens. The committee recommends the board adopt these policies.

Frank made a motion that a policy change reflect that the library closes at 5 p.m. on the Wed. preceding Thanksgiving. Darren seconded the motion, all were in favor and the motion carried.

Jane made a motion that we accept the personnel committee's recommendation to adopt a blood-borne pathogen policy and accept the staff evaluation and salary policy. Sharon seconded the motion, all were in favor and the motion carried.

Credit Card Machine: the city will now be accepting credit cards to pay for utilities. The library could also accept credit cards for photocopies to pay fines. According to the city, the cost to the library will be 2.75 percent per credit card transaction. Darren made a motion that we accept credit cards at the opening of the new building. Sharon seconded the motion, all were in favor and the motion carried.

3M Cloud: Sharon made a motion that we discontinue Tumblebooks at its expiration next month. Frank seconded the motion, all were in favor and the motion carried. Jane made the motion that we replace Tumblebooks with 3M Cloud, Darren seconded the motion, all were in favor and the motion carried.

The meeting adjourned at 8:50 p.m. with the invitation by Barb to go to the library for a small gift she would like to give everyone.

The next regular scheduled board meeting will take place on Monday, Jan. 6 at 7:00 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

Minutes for Special Meeting  
Case-Halstead Library Board of Trustees  
August 29, 2013

**Meeting Location:** City Hall in Carlyle on Franklin Street

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

**Also Present:** Keith and Ryan Poettker, city administrator Jo Hollenkamp, alderwoman Judy Smith, Franklin Smith, Gene and Jean Van Dorn, Ray and Doris Elling, Dennis Rudolphi

The meeting was called to order by Barb at 7:08 p.m. and the pledge of allegiance was recited. She then turned the floor over to Keith and Ryan Poettker for their recommendation of contractors for the new library.

Keith explained that they interviewed each of the two lowest bidders in all of the 9 bid packages. He presented the board members with a finding of the results. He pointed out that in addition to Poettker's review; two engineer consulting firms were hired by Arcturis for an additional review to ensure the bids address all the requirements of the design. Those firms were BRIC Partnership, LLC of Belleville to review the mechanical, electrical, plumbing and fire protection bids and Environmental Consultants LLC of Collinsville to review the Asbestos and Lead Abatement Bid Package.

Ryan Poettker said after all reviews, Poettker Construction is very confident with the attached recommendations (who are the lowest bidder in each case) and encouraged the board members to approve them so the project can move forward.

The board decided to treat each bid package separately.

**Bid Package 1 General Trades:** Brad made a motion to accept low bidder, Plocher Construction at \$1,702,000. Sharon seconded, all were in favor and the motion carried.

**Bid Package 2 Masonry:** Darren made a motion to accept low bidder, ML Vasquez at \$385,000. Brad seconded, all were in favor and the motion carried.

**Bid Package 3 Roofing & Sheet metal:** Frank made a motion to accept low bidder, Joiner Sheetmetal at \$99,260. Sharon seconded, all were in favor and the motion carried.

**Bid Package 4 Dry Wall & Painting:** Frank made a motion to accept low bidder, Von Alst at \$378,239. Darren seconded, all were in favor and the motion carried.

**Bid Package 5 Fire Sprinkler System:** Frank made a motion to accept low bidder, Automatic Sprinkler at \$25,463. Jane seconded, all were in favor and the motion carried.

**Bid Package 6 Plumbing:** Sharon made a motion to accept low bidder, Gerstner at \$73,811. Brad seconded, all were in favor and the motion carried.

**Bid Package 7 HVAC:** Frank made a motion to accept low bidder, Bel-O Cooling & Heating at \$136,800. Brad seconded, all were in favor and the motion carried.

Ryan reported that BRIC Partnership recommends we add a dehumidifier to add humidity control and cooling capacity to the new building. He said this is an addition while not a necessity, it will help keep future operating costs as minimal as

possible. Frank moved that we accept this recommendation and Wendy seconded it. All were in favor and the motion to include a dehumidification system per BRIC's recommendation in the ballpark of \$2,500 carried.

Bid Package 8 Electrical: Brad made a motion to accept low bidder, Rakers Electric at \$337,780. Kim seconded, all were in favor and the motion carried.

Bid Package 9 Asbestos Abatement: Darren made a motion to accept low bidder, General Waste at \$29,775. Sharon seconded, all were in favor and the motion carried.

The board then discussed and voted on the list of alternates that are attached. Below are the results.

Alternate 1: at Poettker's recommendation, Frank moved that we reject Alternate 1. Sharon seconded, all were in favor and the motion to reject alternate 1 carried.

Alternates 2.1 and 2.2: Regarding the tile in the restrooms. Barb and Wendy said these two options were not what were discussed with the architect. Frank moved that we seek a bid on the tile design Barb and Wendy requested, which was stall height on the plumbing walls and 4' AFF on all other walls. Darren seconded the motion, with all in favor. Ryan said he understood what we were looking for and would relay the information.

Alternate 3: Frank made a motion to accept, Brad seconded, all were in favor, and the motion to include ceramic tile backsplash in the break room and community room kitchens carried.

Alternate 4: Masons elected not to bid on this because they do not recommend.

Alternate 5: Frank made a motion to approve a light fixture change and Sharon seconded. But after discussion, nobody voted for this and the motion failed. Because this alternate is part of the light package that still has many questions, the decision to table this alternate was made until we can meet with the electrical contractor and understand the requirements of the project more and if we can find less expensive light fixtures, something Barb and Wendy have been researching.

Alternate 6: After much discussion, Wendy made a motion that we reject this alternate that would have eliminated the glass and built in gutter and flashing from the canopy entrance. This would have left the tube steel structure open, but would have been a \$7,000 credit. Frank seconded that we reject this alternate, all were in favor and the motion carried.

Darren made a motion that we explore other options to try to reduce this cost in the front. Frank seconded that we explore other options. Wendy, Barb, Kim, Jane, Brenda voted aye, Brad and Sharon voted nay, saying in the interest of time and because we have already discussed other options that would not be as durable including canvas, we should just do the glass as designed and recommended by the architect. Motion to explore other options carried. Keith said Poettker would research this and talk to Arcturis again to see if there is a less expensive way to provide cover at the front, without taking away from the design.

Alternate 7: After much discussion, Sharon made the motion that we reject the idea of reusing our existing library casework for our new kitchens because the credit is only \$1,000 and it does not include the new end caps and filler panels that will be required, or refinishing or touching up the old to match the new pieces. Brad seconded the motion, all were in favor and the motion to reject alternate 7 passed.

Wendy made a motion that we request a credit price for leaving the two kitchens blank, not to accept the laminate cabinets. Then we could get our own bid for purchasing ready-made cabinets from a local store to get the wood look we wanted. Kim seconded the motion and all were in favor. Motion carried and Ryan said they would get the drawings of the laminate cabinet design, along with the credit so we can see if this is a possibility.

Poettker Construction presented cost reduction and value enhancement measures for the board's consideration.

Item 1: While it could provide a credit of \$10,667, it was determined that a change in the window and door styles would add additional design fees and modifications to the plans and could change the design intent. For that reason, Darren moved that we reject this cost saving measure. Sharon seconded, all were in favor and the motion carried.

Items 2: Darren moved that we accept this \$25,000 reduction in the size of the landscape planting allowance budget. Barb has been saying all along that she believes what the architect keeps providing, is way too many plants and too much maintenance. The library board is very concerned with making sure the new building's grounds are as maintenance free as possible.

Items 3: Darren moved that we accept this \$2,500 reduction by changing the casework company from the architect's specification to a less expensive veneer that matches. Frank seconded the motion; all were in favor and motion carried.

Items 4 and 5: Jane moved that we do not delete the separate budget for the sod work and the decorative rock as we just reduced the landscape budget by \$25,000. Brad seconded the motion and all were in favor. Motion carried to keep \$10,800 for sod and \$7,122 for rocks.

Item 6: Kim moved that we accept the \$2,860 credit for deleting the staff lockers. Brad seconded the motion and all were in favor. Motion carried and Christi said she found comparable ones in Demco for around \$700.

Item 7: Cork floor reduction is still pending. We are waiting to see samples and are hopeful that this could be a good reduction. The durability of the floor is our major concern.

Item 8: Darren moved that we accept the \$3,200 credit for substituting metal wall panel with a comparable brand that is less expensive and still recommended by the architect. Frank seconded, all were in favor and the motion carried.

Item 9: After some discussion and with a little help from visitor, Dennis Rudolphi, Brad made the motion that we reject the proposal to substitute floor mount toilet for the wall mount. Kim seconded the motion, all were in favor and the motion to reject item 9 carried.

Attachments A, B and C were explained by Ryan and Keith. A deals with the management staff for the 9 month projected project duration. B is a not to exceed estimate. C contains owner placeholder items and includes utility connection fee allowances and temporary utility costs.

It should be noted that public comment took place throughout the meeting with some in attendance asking questions about items specified for the new building, such as zoned sprinklers, durability of cork flooring, and if epoxy grout was requested for the tile to name just a few. The board and Poettker Construction answered questions and heard comments as presented.

During the discussion for bid package 2, Jo Hollenkamp, city administrator, asked Christi to read aloud the state statute that requires the public library to hire the lowest responsible bidder. (Two of the bid packages contained bidders who were extremely close) Christi obliged and it was pointed out that there is a seven day grace period, from the time the bids are accepted, to allow for a formal protest.

Jo raised questions about square foot pricing for this building compared to other libraries she found online and requested our final square foot size. Ryan said the new building will be 10,866 sft.

The Special Meeting adjourned at 9:30 p.m. The next regular board meeting will take place on Sept. 6, 2013 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

**CITY OF CARLYLE**  
**DETAIL REVENUES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING NOVEMBER 30, 2013**

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	10,861.02	26,813.53	28,000.00	( 1,186.47 )	95.76
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
<b>TOTAL TAXES</b>	<b>10,861.02</b>	<b>26,813.53</b>	<b>33,380.00</b>	<b>( 6,566.47 )</b>	<b>80.33</b>
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	172.80	3,544.52	.00	3,544.52	.00
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>172.80</b>	<b>3,544.52</b>	<b>.00</b>	<b>3,544.52</b>	<b>.00</b>
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	603.80	3,957.60	7,000.00	( 3,042.40 )	56.54
<b>TOTAL FINES &amp; FORFEITURES</b>	<b>603.80</b>	<b>3,957.60</b>	<b>7,000.00</b>	<b>( 3,042.40 )</b>	<b>56.54</b>
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	9.75	25.00	( 15.25 )	39.00
20-3831 DONATIONS	.00	.00	2,000.00	( 2,000.00 )	.00
20-3832 DONATIONS-SUMMER READING	.00	1,450.00	2,000.00	( 550.00 )	72.50
20-3833 DONATIONS-BOOK SALES	.00	804.54	300.00	504.54	268.18
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>.00</b>	<b>2,264.29</b>	<b>4,325.00</b>	<b>( 2,060.71 )</b>	<b>52.35</b>
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	10,000.00	65,000.00	131,000.00	( 66,000.00 )	49.62
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>10,000.00</b>	<b>65,000.00</b>	<b>131,000.00</b>	<b>( 66,000.00 )</b>	<b>49.62</b>
<b>TOTAL FUND REVENUE</b>	<b>21,637.62</b>	<b>101,579.94</b>	<b>175,705.00</b>	<b>( 74,125.06 )</b>	<b>57.81</b>



**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 7 MONTHS ENDING NOVEMBER 30, 2013**

**FUND 20 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<b>LIBRARY</b>					
20-56-4210 SALARIES-REGULAR	12,967.28	49,050.70	85,600.00	36,549.30	57.30
20-56-4510 HEALTH & DENTAL INSURANCE	630.30	5,190.03	9,500.00	4,309.97	54.63
20-56-5110 MAINTENANCE SERVICES-BUILDING	300.00	2,169.43	5,500.00	3,330.67	39.44
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	79.83	944.82	2,075.00	1,130.18	45.53
20-56-5330 LEGAL SERVICES	.00	45.00	1,000.00	955.00	4.50
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	3,723.14	6,600.00	2,876.86	58.44
20-56-5510 POSTAGE	18.12	169.46	450.00	280.54	37.66
20-56-5520 TELEPHONE	104.94	701.35	2,700.00	1,998.65	25.98
20-56-5530 PUBLISHING	.00	371.70	1,360.00	978.30	27.53
20-56-5540 PRINTING	.00	.00	630.00	630.00	.00
20-56-5620 TRAVEL EXPENSE	.00	112.00	900.00	788.00	12.44
20-56-5630 TRAINING	.00	3,175.00	3,820.00	645.00	83.12
20-56-5710 UTILITIES	666.87	4,750.38	7,000.00	2,249.62	67.86
20-56-5940 RISK MANAGEMENT-GEN INS.	4,530.10	5,808.18	6,000.00	191.82	96.80
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	.00	695.86	2,000.00	1,304.14	34.79
20-56-6540 JANITORIAL SUPPLIES	.00	91.48	400.00	308.52	22.87
20-56-6580 PERIODICALS	.00	1,639.25	3,000.00	1,460.75	51.31
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	3,689.95	20,509.68	30,000.00	9,490.32	68.37
20-56-9250 SPECIAL PROGRAMS	.00	2,086.00	4,800.00	2,714.00	43.46
20-56-9290 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.00
<b>TOTAL LIBRARY</b>	<b>22,977.39</b>	<b>101,276.24</b>	<b>179,355.00</b>	<b>78,079.76</b>	<b>56.47</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>22,977.39</b>	<b>101,276.24</b>	<b>179,355.00</b>	<b>78,079.76</b>	<b>56.47</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 1,339.77 )</b>	<b>304.70</b>	<b>( 3,650.00 )</b>	<b>3,954.70</b>	<b>8.35</b>

# Case Halstead P.L. – Income and Expenditures

## December 2013

### 1. Income

- A. Nonresident Fees- \$294.00
- B. Fines - \$121.70
- C. Fax Machine- \$18.00
- D. Copier & Printer- \$167.10
- E. Book Sale - \$20.00
- F. Amazon Book Sale (not in totals) –\$39.81

Total \$620.80

Total at CH \$699.20

### 2. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$300.00</u>
Cleaning Service - \$300.00	
5120 Maintenance-Equipment	<u>5120 \$</u>
Da-Com Lease - \$79.83	
Da-Com Maintenance - \$	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$12.37</u>
4 Packages - \$12.37	
5520 Telephone	<u>5520 \$101.00</u>
AT&T - \$76	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
Union Banner (Civil War) - \$	
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$564.86</u>
City of Carlyle - \$408.43	
Ameren - \$80.80	
Proliance - \$75.63	
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 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1823.44</u>
Amazon - \$298.21	
Baker & Taylor - \$451.02	
Center Point - \$360.69	
Gale - \$558.91	
Golden Horse - \$13.93	
Wal-Mart - \$141.40	
9250 Special Programs	<u>9250 \$</u>
9290 Miscellaneous	<u>9290 \$24.44</u>
Wal-Mart (Decorations) - \$24.44	
Total	<u>Total \$</u>

Late Bills from November

6510 Demco - \$1.97  
8800 Gale - \$219.92

# Library Project Bills

December 2013

Maddux Trust:

8900 Other Improvements

Super Valu (Cake for Groundbreaking) – 116.97

Binsbacher & Griffithe - \$296

Total - \$412.97

State Grant:

8900 Other Improvements

Arcturis - \$8,528.14

Bel-O Cooling & Heating - \$42,120.00

City of Carlyle - \$20.53

City of Carlyle (Transformer) - \$5,697.58

M L Vasquez - \$16,290

Poettker Construction - \$41,483.00

Plocher Construction - \$32,738.00

Von Alst - \$41,670.00

Total - \$188,547.25

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Library Director

Date

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Library Board Treasurer

Date

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Mayor Mike Burton

Date

# Circulation Statistics---Monthly

2013 December

ADULT---2231

CHILDREN---402

YOUNG ADULT---103

RENEWALS--- (already added by age) 502

MANUAL CHECKOUTS---38

TUMBLEBOOKS---0

Overdrive---133

3M Cloud---38

TOTAL=2945

ROUTE INS= 456

ROUTE OUTS= 647

COMPUTER USE= 268

Programs:

Dickens Carolers – 93

2012 December

ADULT---1642

CHILDREN---419

YOUNG ADULT---72

RENEWALS---651

MANUAL CHECKOUTS---82

TUMBLEBOOKS---19

Overdrive---140

TOTAL= 3025

ROUTE INS=429

ROUTE OUTS=615

COMPUTER USE=267

Programs:

Fr. Jack Frerker – 5

Holiday Candy – 20

Dickens Carolers - 59

Minutes for Construction Committee  
Case-Halstead Library Board of Trustees  
Dec. 10, 2013 at 1:00 p.m.

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

**Library Construction Committee Members Present:** Barb Guebert, Wendy Folen (arrived 1:08 pm), Jane Bullock, Darren Tracy (left at 1:50pm) **Absent:** Frank Buckingham

**Also Present:** Christi Gerrish, Library Director, Cory Pritchard, Poettker Construction (left at 2:30 pm)

The meeting was called by Barb to make sure all of the construction committee members are aware of the construction progress and to let them know some of the issues and questions that are coming up in the field.

Barb said a meeting will take place on Dec. 12 at the construction trailer between Poettker Construction and Arcturis. She said Christi, Wendy and her will be in attendance.

On the agenda will be options for making the exterior trellis design work, as an end support was not included in the plans and the addition would affect the already poured footing of the building. Also, there will be discussion on the clerestory windows, which may need a slight redesign because of interference with duct work as discovered by Poettker Construction through as built/field drawings.

Cory showed a sample of Walltite Air Barrier, a closed-cell spray polyurethane foam insulation air barrier that is excellent, but needs a week of 40 degree or higher temperature to install it in. He said the material is already in, but not installed. The architect is researching other options and Poettker is staying abreast of the shelf life date and the weather.

There are still many questions about the need for a back-up transformer. Cory is still researching options with Rakers, including a back-up generator.

Barb told Cory we would like to know more specifics about the security system and the sprinklers. Darren left at this point.

We received samples of the window shades and looked at the options. We will get Arcturis's recommendation when we meet and make the final decision then. Wendy said we also need to decide on white or ivory outlet covers/light switches and will go with Arcturis' recommendation based on our paints. Barb and Wendy lean towards ivory and Jane and Christi seemed okay with it.

Wendy reported that she went to Light Brite and showed the stone hearth recommendation that coordinates with our Richards Brick supplied stone. She reported that the fireplace does produce heat through the glass, although it does not have a blower. The glass gets hot to the touch, but

there is a screen planned. The metal rim is still exposed and we will discuss with Arcturis, some options for how to make sure it is not a safety issue. She said Light Brite went through their records and found that Glen Carbon used a very similar heated fireplace. Wendy showed a picture of how the heat was limited by keeping only the inner light of the fireplace on and not the gas logs. Cory left at this point.

Wendy showed several pictures of light fixtures for the Heritage Room. After several weeks of looking, this is the only area where we can find a less expensive fixture that meets all the requirements. It is 120 volt and not 220 as the others. She said she will pass along the favorite option to the architect.

Landscape design was discussed next, especially a way to light the donated bird sculptures that will sit in the open green space, designated detention pond. Plocher Construction would like to use Hayes out of Belleville for landscape design. Christi suggested paying someone for the design, and then get prices, rather than starting over at each new place. The landscape design provided by the architect contained way too many plantings and despite a couple of revisions, never met the committee's request for low maintenance.

The meeting adjourned at 3:00 p.m. The next regular board meeting is scheduled for Jan.6, 2014 at 7 p.m.

Respectfully Submitted,

Wendy Folen, Secretary

## Time Capsule Contents

1. Letter from Mr. Yaunches 7th and 8th grade History classes.
2. Yearbook from 7th and 8th graders.
3. CD of ground breaking, invitation from ground breaking
4. CD/photos from construction (the pictures being taken with upstairs camera).
5. Case-Halstead will and history from ground breaking
6. Flora Maddux Will and court order
7. Newspapers from ground breaking
8. Phone book



## **Proposed Changes to Case-Halstead Library By-Laws**

**January 2014**

### **Article II. Board of Trustees**

Section 7 – Conflict of Interest. In order to avoid any real or perceived conflicts of interest, a Trustee may not be an immediate family member of another sitting Trustee nor of a library employee. Board members will be subject to the same bid requirements and confidentiality as other vendors for library purchases and services. Each Trustee shall complete and file with the Clinton County Clerk an annual Statement of Economic Interest. If a question arises regarding a potential conflict, the Trustee involved should meet with the Library Director and Board President to resolve the question.

#### **Proposed Change:**

Section 7 – Conflict of Interest. In order to avoid any real or perceived conflicts of interest, a Trustee may not be an immediate family member of another sitting Trustee nor of a library employee. Board members will be subject to the same bid requirements and confidentiality as other vendors for library purchases and services. Each Trustee shall complete and file with the Clinton County Clerk an annual Statement of Economic Interest. If a question arises regarding a potential conflict, the Trustee involved should meet with the Library Director and Board President to resolve the question. Each Trustee shall read and sign an Ethics Statement for Public Library Trustees, written and approved as of January 2012 by the Board of United for Libraries, a division of the American Library Association. Once signed this document will be kept on file at the Library.

First Reading: January 2014

Changes Adopted: February 2014