

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
06 MAR 2017 – 7:00 PM

**Meeting Location:** Conference Room, Library, 550 Sixth St., Carlyle, IL 62231

**Board Members Present:** Barb Guebert – President, Kim Stamps – Vice President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Frank Buckingham (left early at 9:47), Darren Tracy (arrived late at 8:40)

**Absent:** Kim Wilkerson (Excused-Bereavement), Zach Huels (Excused-illness)

**Also Present:** Keith Housewright, Library Director, Dr. Jay Smith, Carlyle Unit Dist. Supt.  
(effective 2018-19 school year)

- I. Call to Order, Roll Call and Introduction of Guests
  - a. The meeting was called to order at 7 PM.
  - b. Jay Smith (from Carlyle Schools)
- II. Pledge
- III. Meeting Minutes – Feb. 6, 2017
  - a. *Jane made a motion to accept the meeting minutes.*
    - i. *Kim S. seconded the motion.*
    - ii. *All were in favor and the motion passed (Darren was not present).*
- IV. Treasurer’s Report and FNB Statement
  - a. Treasurer’s report
    - i. 76% of the fiscal year has elapsed and we have used 60% of the budget.
    - ii. *Kim S. made a motion to accept the Treasurer’s report.*
      1. *Michelle seconded the motion.*
      2. *All were in favor and the motion passed (Darren was not present).*
  - b. FNB Statement
  - c. National Bank – report generated quarterly (none provided today)
- V. At this point, Jay Smith, the current Principal of Carlyle Grade School and soon-to-be superintendent of CUSD, joined the meeting to participate in discussion about programs available at our local schools and in our library. The library board wanted to hear Jay’s input on what the library could do to help with the vision of the schools and improving the success of our local students.
  - a. Jay would like to see every student (K-12) have a library card, even those outside of the Carlyle city limits.
    - i. Currently, the cost is \$56 for a family card although there are some provisions for hardships. We may be able to look into grants or donations that might be able to help our potential patrons obtain these cards.
    - ii. Developing a local library district might better serve our larger community.
  - b. Jay also brought up the suggestion of developing an after-school tutoring program a couple of days per week. If consistent, Jay could work with teachers to have homework assignments

occur mainly in relation to those tutoring days. This would require teachers to be willing to donate their time and the library to provide space for tutoring.

- c. Jay would also like to implement the Mango Language program (that the library has purchased) as soon as next year at the grade-school. Jay plans to start with introductory Spanish.
- d. Barb asked about AP classes available at the high school.
  - i. Jay said that starting Fall 2017, there will be English and History AP with the hope to add an AP math and science class within the next year or so.
    - 1. These classes must have textbooks and syllabi that are approved by the college board. Students will be required to pass a state exam to obtain their AP status which would allow them credit at any college in Illinois.
    - ii. The requirement for teachers to have a master's degree in their subject to teach an AP class made it difficult for our local district to continue to offer AP courses.
- e. Barb brought up our Summer Reading Program and suggested that we mount some of the posters in the schools to let the students know what is available at the library.
  - i. Barb mentioned that some schools have suggested reading lists posted at the library and that we could make those books available.
  - ii. Michelle mentioned that we could add a book club that would cater to school-age children, and Keith indicated that our planned Youth Services Librarian would be able to implement these types of activities.
- f. Jay mentioned several of the clubs available at our local schools as well as the community outreach programs that are available.
- g. Barb talked about the ILA supporting bringing high speed internet to rural communities
  - i. Jay is working on providing Wi-Fi to the grade school (this is already available in many areas of the junior high and high school).
  - ii. Goal is working on a 1:1 ratio of providing Google Chromebooks to students in grades 3-8.

VI. Library Bills

- a. *Kim S. made a motion to approve the library bills.*
  - i. *Michelle seconded the motion.*
  - ii. *All were in favor and the motion passed (Darren was not present).*

VII. Statistics

VIII. Library Director's Report

- a. Utility Report
- b. Report on February Events
- c. Maddux Room Wi-fi update
- d. Easter Holiday hours – We are closed Good Friday, the Saturday prior to Easter, and Easter Sunday, but are open the following Monday.
- e. Programming – Upcoming events
  - i. Family Movie Night – April 7, 2016 “Fantastic Beasts and Where to Find Them”
  - ii. SIUE Program
    - 1. “12 essentials of photography – March 8, 7:30pm
    - 2. “Building a Small Business Brand...” – March 22, 7:30pm

- iii. Special Program “Sailing Night with Carlyle Sailing Association” – March 21, 2017.
- f. Summer Reading Program Fundraising – Keith will be working on getting these letters out in the next week or so.
- g. Report on New Hire, meeting with City Council/Committees
  - i. The meeting with the City Council went very well and the council was very receptive to Keith’s presentation.
- IX. Standing Committee Reports
  - a. Board Reports
    - i. Policies and Procedures – We reviewed suggested recommendations and revisions.
      - 1. The Personnel committee should further review this to see what may need to be added to an employee manual.
      - 2. Page 22 – we need to further review the paragraph referring to petty cash.
      - 3. *Michelle made a motion to adopt the changes recommended.*
        - a. *Kim Stamps seconded the motion*
        - b. *All were in favor and the motion passed*
    - ii. By-Laws – First Reading of proposed changes
      - 1. We need to research whether Article II.3 (meeting attendance) would require that any person attending the meeting by phone or video be listed on the agenda as attending that way.
      - 2. Added the word ‘Public’ to the name of the library in Article I, section I.
      - 3. No action for the first reading.
    - iii. Personnel Committee – See New Business.
    - iv. Building and Grounds – We need to take care of the weeds that are sprouting due to the early Spring weather.
- X. Other Reports
  - a. City Council Liaison
    - i. 50<sup>th</sup> Anniversary Lake Update
  - b. Barb mentioned that we haven’t participated in the County Fair Parade in quite some time. This year’s theme is “the 50<sup>th</sup> anniversary”. We should consider ideas for participation in the parade.
  - c. Friends of CHPL
    - i. Potluck March 18 at 5:30, board games at 6:30.
    - ii. Popcorn Popper Donation update – The popcorn popper has been purchased.
    - iii. Fundraiser CC Food Mart July 21-23 (Fri-Sun 9a-6p)
      - 1. This will help to fund the Mango Language program purchase.
      - 2. CC food mart will provide everything except for the buns for a hotdog cart. Drink will not be served, but patrons can purchased inside. Brenda thinks that chips will also be provided.
      - 3. The Carlyle Rotary Club will help to provide volunteers.
      - 4. This is a Friends of the Library fundraiser.
  - d. Library Calendar
    - 1. Semi-Annual Review of Closed Minutes. Any board member that has not had an opportunity to review the closed minutes should contact Barb, Kim S., or

Michelle to set up a time to meet at the library and review the closed minutes prior to the next board meeting.

XI. Public Comment - none

XII. Old Business

a. Building Stars – interview for cleaning service

i. Keith has been in communication with 2 people about cleaning the library. One bid has already been submitted. Our current cost is \$450/month for Building Stars.

b. Budget Committee

i. Budget adjustments – Keith provided proposed adjustments to our budget since the Feb. 6, 2017 board meeting which would account for training, supplies that may be needed for our new hire as well as to account for additional programs which we may be able to provide.

ii. Brenda made a motion to increase the 5620 and 5630 budgets (travel expense and training) to adequately cover the cost of these items. Keith has not submitted most of his travel expenses to date.

1. Kim S. seconded the motion.

2. Discussion ensued over travel and housing expenses.

3. Michelle suggested that we increase the 5630 (training) budget to \$2,000.00.

4. Brenda amended her motion to raise the training expense by \$500, to a total of \$2,000 for the new fiscal year (a change of +\$1,500).

a. Kim seconded the motion.

b. Frank abstained, but everyone else was in favor and the motion passed.

iii. Michelle made a motion to accept the revised preliminary budget so that Keith can submit it to the city.

1. Jane seconded

2. Frank abstained, but everyone else was in favor and the motion passed.

c. Finance Committee

d. Personnel Committee

i. Michelle provided a summary of the Personnel Committee meeting that took place at 5:30 on March 6.

1. Keith is working on the new hire, has a job description written and has a deadline of posting advertisements by March 20. The Personnel committee approved a motion to recommend that Keith spend up to \$150 towards advertisements (including the local papers, the Heartland website and on ILA).

2. There are no issues with staff, and the monthly staff meetings are productive and include training on available resources. The March staff meeting will include training on the new Mango Language program.

3. Residency status – the current residency requirement for the City of Carlyle requires that all City employees live within city limits within 1 year and 60 days from their hire. For Keith, that end date is July 24. The personnel committee discussed that this requirement should continue to stand for

salaried library staff. Keith will keep us updated on his progress at obtaining residency.

ii. Closed Session – there was no closed session.

e. Annual Legislative Day in Edwardsville – Barb, Keith and Brenda attended this very informative meeting and brought back some tips. Barb stressed that we need to be aware of providing our patrons with privacy in regards to the materials which are checked out and using computers.

XIII. New Business

a. Select Audit Committee for Library Board Bank Funds

i. Needed to audit financial records (deemed necessary due to our National Bank investment account), but also important in regards to our City Library account.

ii. This committee would not be able to include Barb or Jane. Kim S. asked whether we need an external auditor. Keith will research the whether a professional external financial auditor is necessary.

b. New Office Space Egyptian/Brent's Lock and Key

i. Wendy Folen recommended using the tutoring room as an office for the Youth Activities Director. This room is rarely used for tutoring, while other areas are used more frequently. Also, the proximity to the main youth activities would be optimal. We could add a filing cabinet and add some materials to the room to make it work as an office.

1. The bid from Egyptian is \$1,514.81 The cost would come out of the Maddux Trust Fund.

2. Brent's Lock and Key will come out to evaluate securing this workspace.

ii. *Darren made a motion to approve this purchase*

1. *Kim S. seconded the motion*

2. *All were in favor (Frank was not present) and the motion passed.*

c. American Library Week – Brenda will change the dates on our banner.

d. Serving Our Public "Personnel"

XIV. Adjournment

a. The meeting was adjourned at 10:02 PM

b. The next meeting will be Monday, April 3, 2017 at 7:00 PM

Submitted by Michelle Scott, Board Secretary