

Meeting Minutes
Case- Halstead Library Board of Trustees
Monday, October 6, 2014

Meeting Location: Maddux Community Room, Library, 550 Sixth Street, Carlyle, IL 62231

Present: Barb Guebert, President, Darren Tracy, Vice-President, Jane Bullock, Treasurer, Sharon Berdeaux, Frank Buckingham, Brenda Johnson, City Liaison, Library Director Christi Gerrish.

Absent: Kim Stamps (excused); Wendy Folen, Secretary (excused); Ken O'Dell (excused)

The meeting was called to order by Barb Guebert at 7 p.m. and the Pledge was recited.

Meeting Minutes: Jane moved to accept the September 2 meeting minutes of the Library Board of Trustees, Sharon seconded, and all were in favor. Darren then asked about the Policies and Procedures committee named at the Sept 2nd meeting. Barb explained that we now have written policies for personnel, use of the Maddux and Conference rooms, and other policies that need review and updating. She felt a standing committee should be in place for these functions.

Treasurer's Report: Barb asked about Account 5490, Other Professional Services. Christi explained the expense was for OCLC fees. Darren asked about the Utilities account. The current amount was the July, 2014, billing for the old library building. Darren moved, Frank seconded, to accept the treasurer's report as presented. Motion carried.

Library and Construction Bills: Christi presented the September, 2014, library bills. Income for the month was higher than usual due to several non-resident fees collected. The cash register has helped the income report to be more in line with the totals recorded at City Hall. Barb asked about the accounting of cash received. Christi reported that she balances the cash register daily. Sharon asked about the vending machine income. To date, no check has been received from the supplier. The first re-filling of the machine was this past week. When we get a check we will have a better idea of the public use of the machine, sales, and net income. Sharon questioned whether the time and cost to sell used books on Amazon is cost-effective. Christi stated that the time involved is minimal, but she is hoping our new Friends of the Library organization can continue the Amazon sales and use the proceeds to fund the group's activities for the library.

September, 2014, Expenses were explained by Christ. They included the annual fee for alarm inspection, legal fee by Lenzini to review and advise regarding the Meeting Room policies, the 2-year annual renewal of the movie license, special cleaner for the cork flooring, the utilities apportioned to the Library versus the construction usage, and coffee purchases for the public to buy. This last item may need a new line item in the budget, but is currently reported under account 9250, "Special Programs." Jane moved to approve the September income and expense report, Sharon seconded, and the motion passed.

Library Project Bills were presented. Christi and Barb purchased 2 tables for which they will be reimbursed. Total cost was \$302.96. The August utility bill from the City of Carlyle was \$2202.02, very high. Although the greater portion was due to construction activity, the HVAC contractor was called in to explain the usage and inspect the installation. As a result several problems were found and fixed the same day. Among the major issues: the setting for humidity was too low and the dampers were set incorrectly, causing the unit to run excessively. The meter was read and checked. Christi and Brenda calculated the usage. Now Christi is checking periodically and reported that the usage is about one-third of that billed last month. Sharon asked whether on a nice, mild day, the system could be simply turned off. Barb responded that it could not due to the rules of ventilation for a public building. Even the thermostats in each room are not really used to set temperatures. Everything is controlled by the computer at Christi's desk.

The final funds from the State Grant have been paid out. The balance is zero. The Maddux funds contain retainage for Plocher Construction and Diversified (landscaping), but most of the other contractors have been paid in full. The final billing for Foppe will wait as they are now working on the History Wall design. They may also be asked to put lettering on the south side of the library building, and provide exterior signage for the driveway/parking areas.

A number of items on the "punch list" were questioned. Sharon asked about the automatic lighting in the restrooms. They have been reset and will come on now within three seconds of the door opening. Frank asked about the faucets malfunctioning. They have been repaired. Darren asked about the flooring in the Heritage Room. It has been repaired. Frank asked if the floor drains were functioning properly when the rain is heavy. Christi reported that all worked well. Barb said we will need to run water periodically in the rarely used sinks (the Maddux Room kitchen and janitor's closet). Sharon moved, with Jane seconding, to pay the Construction Bills as presented. Motion passed.

Director's Report: The monthly Circulation Statistics was presented by Christi. She explained that the comparisons between monthly figures from 2013 to 2014 are likely to be very confusing because they are not shown the same way. She CAN go back and recalculate every month, but the board felt it was not necessary. Darren noted that use of "Overdrive" is down. Christi said we will continue using it for the present as it supports Kindle users. She thinks the use of the 3M cloud may rise. We will evaluate that next year.

Computer usage is up. Barb stated she thought it shows how comfortable the patrons feel using the computers in the new area. Christi will now report numbers of people involved in organized meetings and group visits to the library. She reported that approximately 600 people visited the library on opening day.

The visit from the State grant official was very positive. The Grant is now complete. Christi has turned in the state Per Capita Grant for 2014. Over the past weekend, Case-Halstead was present at the annual Harvest Thyme Festival in the Carlyle Park. Christi set up a "Internet Café," complete with computers, coffee and cocoa. Good response from the public. Christi stated that she wants the Library to be involved in some way in all local events.

Upcoming programming announced: Oct 20 the "Ghost Hunters" will present their findings from "readings" from the old library, the rubble after demolition, and the new building.

Oct 9, the movie about the Korean War, Chosin, will be shown.

Oct 16, the movie, Finnigan's War, also about the Korean War, is scheduled.

Oct 23, the director of the National Korean War Museum will speak

Oct 30, the opening of the General William F. Dean exhibit to the public

Christi announced that Arcturis sent us the letter signifying 100% completion of the construction project. A photographer came to take promotional photos of the library for Arcturis.

Christi attended the Illinois Municipal League meeting in Chicago on personal time. She reported that she learned a lot about the Open Meetings Act and FOIA regarding future requirements in developing public meeting agendas.

(Barb left the meeting to speak about the Library's General Dean program at the Beckemeyer American Legion. Darren, vice-president, presided over the meeting until Barb returned at 9:10pm)

Building and Grounds Committee: Darren questioned the meeting room policy that would keep Girl and Boy Scout Troops and similar organizations from using the Maddux Room. If they serve refreshments, there is currently a \$25.00 charge. As these groups do not have funding, they are having to find other meeting places. The Board discussed the situation and reviewed the policy. The Director has discretion in situations like this. Christi will contact the leaders and invite them to return, with the understanding that the leaders will be fully responsible for leaving the room in clean condition after their meetings.

Christi reported that another person had contacted her to reserve the Maddux Room for a workshop. There is a fee for attendance at the workshop. Since it is educational and the fee is nominal, the board members felt that use is within the written policy. It was agreed that the policy may need adjusting as other kinds of groups ask to use the library for meetings.

Other Reports: Christi reported that the construction is nearly finished. Foppe is working with Wendy and Barb on the History Wall project which will show past, present, future of the Library.

Brenda, City Liaison, said she had talked with Street and Alley Supervisor, Larry Peppenhorst, about painting a strip at the front entry pavement to highlight the separation between the sidewalk entry and the street. He recommended using a slightly reflective white paint. The department can accomplish this within the next two weeks. She also said the department would install parking curbs if we get them before the leaf vacuuming begins. Sharon moved to purchase from Kohnen Concrete the number of parking curbs needed that will require no shipping cost and to authorize Streets and Alley Dept. to paint the front area. Frank seconded the motion, which passed.

Brenda also discussed with Larry the Library paying for repair of the alley as a show of consideration to our neighbors for the construction disruptions and damage. We need to work

out a way to pay now for the work that would be done in summer of 2015 when the City is chipping and oiling streets and alleys.

Public Comment: None.

Old Business: Calendar Review: Nothing for October. In November, Christi will plan for Family Reading Night, November 20. That is the also the final day of the Dean Exhibit here. Christi will plan around that and have a story teller. Darren suggested the name of a contact in Centralia.

The new Friends of the Library group will meet October 15, at 7 pm. The president of the Nashville Friends will speak about what their group does.

Christi presented the information on the outdoor furniture we will purchase from the Molanda Company. Based on the color choices, brown is recommended as it will blend well with our building colors. We discussed bench styles and changed from Savannah to Charleston for a more comfortable seat. Christi recommended we purchase three six foot long benches, two refuse receptacles. The benches cost \$1138.00 each. The trash cans are \$966.00 each. Two benches will be placed in the reading area, one on the meeting room patio. One trash can will be placed near the front door, the other in the reading area. Frank moved to purchase the items recommended. Jane seconded the motion. The motion passed.

The agenda order was changed. We discussed a **New Business** item, a fence along the retaining wall. Jane had researched four companies and presented her findings. (Barb returned to the meeting.) The fence would be 4' vinyl coated chain link with privacy slats, installed on top of the existing retaining wall. The Consolidated Fence Company in Centralia stated it would be necessary for stability to drill into the top of the wall and bolt the fence posts in place. Their bid of \$7241.50 is the lowest, but the company representative told Jane there would be extra charge to install by drilling. Jane did not have that information. In addition, Consolidated cannot install it until after the first of next year. Aviston Lumber, Carlyle, is the next lowest bidder at \$7393.03 and can do the job this year. Jane expressed her feeling that this is a safety issue to try to avert neighbors' cars from accidentally backing over the retaining wall. She feels we cannot wait until next year. She moved, with Darren seconding, that we contact Aviston to install the fence. Motion passed.

Barb said the dedication plaque has not been ordered.

She moved to the **Old Business** item of the **General Dean program and exhibit**. She, Sharon, and Christi met with Will Shannon, curator of the St. Clair County Historical Museum, to show him the Maddux Room and discuss how to exhibit the General Dean items. Mr. Shannon said he would contact a reporter from the Belleville News Democrat who might be interested in our project and write an article. Barb announced that Bill Reker, KMOX newsman, has agreed to be the MC at the Dean program November 8th. Darren asked earlier why the program was moved to the Carlyle High School rather than our library. It was explained that the exhibit will be exclusively in the Maddux Room, and that there is no room for the number of people we are expecting to attend.

Loan Agreement with Univ. of CA–Berkeley: The Loan Agreement between Case-Halstead Public Library and the University of California was presented. Darren moved to accept the agreement. Jane seconded the motion. Motion passed. Barb will sign for the Library, scan and send the agreement by email, followed by mailing the actual document to the Univ. of CA Tuesday, October 7th.

By-Laws Change: Technology Committee will be added to Standing Committees. Darren, Frank, and Ken will serve on that committee. This is the first reading of the By-Law Change.

The Policy and Procedure Committee will be added to Standing Committees. This is the first reading of the By-Law Change.

There was discussion of the possible need to have a back-up/emergency generator for the library to keep pipes from freezing in the event of a long power outage in the city. Christi talked with Rakers Electric who recommended against an expensive purchase. Rakers said he would install a generator if we get into that situation. Brenda explained that Carlyle Electric Dept. did purchase a generator from a US government program but it is going to be used to keep the Electric Dept. operating in an emergency so they can generate city power.

The meeting was adjourned at 9:30 pm. The next meeting will be Monday, November 3, 2014, at 7:00 p.m.

Respectfully Submitted,

Sharon Berdeaux, Substitute Secretary

CITY OF CARLYLE
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING SEPTEMBER 30, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TAXES</u>					
20-3110 PROPERTY TAX	.00	16,389.96	28,000.00	(11,610.04)	58.54
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	16,389.96	33,380.00	(16,990.04)	49.10
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	2,000.00	.00	2,000.00	.00
TOTAL INTERGOVERNMENTAL REVENUE	.00	2,000.00	.00	2,000.00	.00
<u>FINES & FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,175.00	3,045.30	7,000.00	(3,954.70)	43.50
TOTAL FINES & FORFEITURES	1,175.00	3,045.30	7,000.00	(3,954.70)	43.50
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.00	12.87	25.00	(12.13)	51.48
20-3831 DONATIONS	.00	1,722.00	2,000.00	(278.00)	86.10
20-3832 DONATIONS-SUMMER READING	.00	600.00	2,000.00	(1,400.00)	30.00
20-3833 DONATIONS-BOOK SALES	18.00	962.00	300.00	662.00	320.67
20-3860 MADDUX TRUST	.00	.00	.00	.00	.00
20-3890 MISCELLANEOUS - GIFTS	.00	.00	.00	.00	.00
TOTAL MISCELLANEOUS REVENUE	18.00	3,296.87	4,325.00	(1,028.13)	76.23
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	.00	30,000.00	122,000.00	(92,000.00)	24.59
TOTAL OTHER FINANCING SOURCES	.00	30,000.00	122,000.00	(92,000.00)	24.59
TOTAL FUND REVENUE	1,193.00	54,732.13	166,705.00	(111,972.87)	32.83

CITY OF CARLYLE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 5 MONTHS ENDING SEPTEMBER 30, 2014

FUND 20 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,345.17	33,817.60	84,000.00	50,182.40	40.26
20-56-4510 HEALTH & DENTAL INSURANCE	473.82	2,746.65	5,279.88	2,533.23	52.02
20-56-5110 MAINTENANCE SERVICES-BUILDING	100.00	850.00	5,500.00	4,650.00	15.45
20-56-5120 MAINTENANCE SERVICES-EQUIPMENT	144.44	572.63	2,075.00	1,502.37	27.60
20-56-5330 LEGAL SERVICES	.00	61.20	1,000.00	938.80	6.12
20-56-5490 OTHER PROFESSIONAL SERVICES	600.00	2,171.97	7,050.00	4,878.03	30.81
20-56-5510 POSTAGE	23.18	219.39	400.00	180.61	54.85
20-56-5520 TELEPHONE	319.51	729.42	1,500.00	770.58	48.63
20-56-5530 PUBLISHING	.00	83.60	500.00	416.40	16.72
20-56-5540 PRINTING	.00	.00	.00	.00	.00
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.00
20-56-5630 TRAINING	.00	.00	500.00	500.00	.00
20-56-5710 UTILITIES	492.62	2,649.30	15,000.00	12,350.70	17.66
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	.00	10,000.00	10,000.00	.00
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.00
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMENT	.00	.00	100.00	100.00	.00
20-56-6510 OFFICE SUPPLIES	287.02	1,020.13	2,000.00	979.87	51.01
20-56-6540 JANITORIAL SUPPLIES	.00	51.96	400.00	348.04	12.99
20-56-6580 PERIODICALS	.00	1,182.11	2,000.00	817.89	59.11
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.00
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,710.42	9,607.48	20,000.00	10,392.52	48.04
20-56-9250 SPECIAL PROGRAMS	179.80	814.25	3,500.00	2,685.75	23.26
20-56-9290 MISCELLANEOUS EXPENSE	6.20	31.00	100.00	69.00	31.00
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	3,313.75	7,953.00	4,639.25	41.67
TOTAL LIBRARY	11,344.93	59,922.44	170,257.88	110,335.44	35.20
TOTAL FUND EXPENDITURES	11,344.93	59,922.44	170,257.88	110,335.44	35.20
NET REVENUES OVER EXPENDITURES	(10,151.93)	(5,190.31)	(3,552.88)	(1,637.43)	(146.09)

Case Halstead P.L. – Income and Expenditures

October 2014

- A. Nonresident Fees- \$448.00
- B. Fines - \$153.45
- C. Copier & Printer- \$203.30
- D. Fax Machine- \$98.25
- E. Book Sale - \$16.35
- F. Donations - \$40.15
- G. Coffee - \$7.00
- H. Harvest Thyme - \$60.00
- I. Amazon Book Sale (not in totals) - \$81.03

Total \$1026.50

Total at CH \$Incomplete

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$</u>
5120 Maintenance-Equipment	<u>5120 \$79.83</u>
Da-Com Lease - \$79.83	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$51.07</u>
6 Packages and stamps - \$51.07	
5520 Telephone	<u>5520 \$108.90</u>
AT&T - \$83.90	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$</u>
5710 Utilities	<u>5710 \$186.88</u>
City of Carlyle - \$108.33	
Ameren - \$78.55	
Proliance - \$	
6110 Maintenance Supplies – Building	<u>6110</u>
6120 Maintenance Supplies-Equipment	<u>6120 \$33.18</u>
Wal-Mart (Salt) - \$33.18	
6510 Office Supplies	<u>6510 \$233.09</u>
Demco - \$127.94	
Wal-Mart - \$105.15	

6540 Janitorial Supplies	<u>6540 \$45.27</u>
Wal-Mart - \$45.27	
6580 Periodicals & Newspapers	<u>6580 \$</u>
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1767.16</u>
Amazon - \$207.97	
Baker & Taylor - \$986.29	
Book Farm - \$463.85	
Center Point - \$109.09	
9250 Special Programs	<u>9250 \$386.92</u>
Amazon - \$142.97	
General Dean	
Aviston Lumber - \$2.97	
Carlyle Home Center - \$3.59	
Centralia Stationary - \$25.98	
Hall of Frames - \$10.00	
Michaels - \$92.89	
Wal-Mart - \$17.64	
Office Products Center - \$28.70	
Halloween	
Wal-Mart - 51.72	
Korean War Program	
Wal-Mart - \$10.46	
9290 Miscellaneous	<u>9290 \$6.20</u>
Serpentine (E-Mail) - \$6.20	
Total	<u>Total \$2898.50</u>

Late Bills from September

8800 - Baker & Taylor - \$111.00

Library Project Bills

October 2014

Maddux Trust:

8900 Other Improvements

Amazon - \$424.03

Bel-O - \$450.00

City of Carlyle - \$2517.86

Home Fashions - \$45.03

Isaak Auto Body - \$200.00

Kohnen Concrete - \$632.00

Standard Rule - \$176.88

Total - \$4445.80

State Grant:

8900 Other Improvements

Home Fashions - \$73.82

Total - \$73.82

Grand Total - \$4519.62

Christie Smith

11-1-14

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2014 October

2014 September

2013 October

ADULT---1857

ADULT---1843

ADULT---2673

CHILDREN---621

CHILDREN---569

CHILDREN---640

YOUNG ADULT---111

YOUNG ADULT---146

YOUNG ADULT---113

RENEWALS---610

RENEWALS---734

RENEWALS ---649

MANUAL CHECKOUTS---42

MANUAL CHECKOUTS---14

MANUAL CHECKOUTS---85

3M Cloud---21

3M Cloud---12

TUMBLEBOOKS---47

Overdrive---154

Overdrive---128

Overdrive---147

TOTAL=3416

TOTAL=3446

TOTAL=3705

ROUTE INS=458

ROUTE INS=353

ROUTE INS=493

ROUTE OUTS=288

ROUTE OUTS=276

ROUTE OUTS=712

COMPUTER USE=759

COMPUTER USE=502

COMPUTER USE=369

PATRON COUNT=4251

5TH Grade - 98

Boy Scouts - 16

Trick or Treating - 51

6th Grade - 102

Girl Scouts - 18

7th Grade - 100

Weller 3rd Grade - 20

8th Grade - 100

Sinclair 3rd Grade - 20

Haunted Library - 48

Winkler 3rd Grade - 21

Chosin - 12

Ghost Hunt - 8

Finnigan's War - 16

Korean War Talk - 20

Trick or Treating - 53