

Meeting Minutes
Case-Halstead Library Board of Trustees
Monday, May 4, 2015 – 7:00 PM

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

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

Absent:

Also Present: Christi Gerrish-Library Director

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

Meeting Minutes:

- Motion: Jane made a motion to accept the minutes from April 6, 2015.
- Second: Kim seconded the motion.
- Vote: All were in favor and the motion carried.

Treasurer's Report:

Jane said that 92% of the fiscal year has elapsed with 80.5% of the budget spent. Jane said that the only small disagreement was with late bills, which will be reflected next month.

- Motion: Frank made a motion to accept the treasurer's report.
- Second: Sharon seconded.
- Vote: All were in favor and the motion carried.

Library and Construction Bills:

Income and Expenditures

Christi said that the library income of \$577.03 was lower due to late checks.

Jack's Sales and Repairs (HVAC Maintenance) under line 5110 is for semi-annual maintenance to clean out the HVAC, and the amount is not listed in this month's report. It will be on the late bills for next month; a maintenance agreement will have to be approved.

Diversified (Annual Lawn Care) for \$443.23 is a yearly fee that pays for seven visits; it is a one year contract, and the first visit has been completed.

Packages and Stamps under line 5510 was higher (\$97.44) due to paid postage for donations from Susan Bruemmer.

The \$172.00 for Bayscan was for sticky receipt paper, which has seen increasingly more demand because of its convenience.

Serpentine under line 9290 was charged twice for the April and May bill; their billing has been changed to semi-annual billing.

- Motion: Frank made a motion to accept and to pay the library bills.
- Second: Michelle seconded the motion.
- Vote: All were in favor and the motion carried.

Library Project Bills

Under 8900, Archicepts (Art Repair), \$65.00, was for repairing a leaf on a frame of an Indian painting.

Christi said that having more programs increased the demand and need for a die cut machine, which is listed as a complete k-12 machine at \$688.45. Barb asked if the die cut machine includes a template; Christi said that this particular machine does not include templates. Christi said she would meet with Jane to find a die cut machine with templates for around \$1000. Christi said that the machines can run from \$350 to \$1500, depending on added features, such as a laminator.

The stage from Worthington Direct was \$3457.65, and Christi said that the stage has arrived and is unpacked; the stage fits perfect—by about three inches.

Due to increasing the budget for the die cut machine, the grand total for the library project bills will be brought to about \$5200 from \$4885.43.

- Motion: Darren motioned to accept and to pay the library project bills.
- Second: Sharon seconded the motion.
- Vote: All were in favor and the motion carried.

Director's Report:

Christi said that the statistics were lower than last month's but higher than last year's. This has been attributed to the nicer weather.

Anime Club attendance has been low. Christi said that this is possibly attributed to the longer series the club has been hosting.

Barb mentioned that the Lincoln Program and Money Week Programs were not well attended. Comments about the library from the PEO Tour were very positive.

Darren said that he spoke with the comic book guys (Greg McCrary and Steve Higgins); he said that the first week of June would probably be the best weekend for their program. Darren said that he would make sure Christi gets their contact information.

- Motion: Ken motioned to accept the Director's Report.
- Second: Michelle seconded the motion.
- Vote: All were in favor and the motion carried.

Christi said that the library will be signing up kids for the Summer Reading Program. \$950 in donations has been received so far.

Staff Meeting

Christi said that Cassi will not be continuing her KC program here.

Barb said that this would be a good time to look back into a Page Program for high school students. Sharon brought up how KC is starting a program in library studies and the possibility of hiring interns. Christi indicated that she has been contacted regarding her interest in possibly teaching a class.

Standing Committee Reports:

Building and Grounds

Don Lugge from Bel-O, Scott Lucykow from TRANE, and Cory Pritchard checked the HVAC equipment on the library roof. The committee made a point about the warranty expiring on July 9th and further relying on the equipment, especially with the switch from heating to cooling. The committee asked to extend the warranty through December to the end of the year. The committee was told that the warranty can be extended through November.

Michelle mentioned that the committee plans to discuss with an electrician about putting together a system for the heated industrial mats for the winter season. The matter of securing the mat to the concrete was also brought up. Frank suggested asking the electricians for recommendations to prevent having cords running all over the place. Nothing was voted on.

Christi presented a maintenance schedule, which will lists all of the daily tasks for the library that need to be completed, as well as weekly, monthly, quarterly, semi-annual and annual schedules. This maintenance schedule will also be used when working with the Friends of the Library.

\$450 per month was the price for contracting a cleaning company that will clean once a week. Christi said that the cleaning crew will use their own cleaning products, so the library will have to make sure that the cleaning products are compatible with the library's materials. The cleaning crew will provide a list of all of the chemicals in their cleaning products.

-Motion: Sharon moved that the board, through Christi, hires Nifty Cleaners through Buildingstars.

-Second: Ken seconded the motion.

-Vote: Sharon withdrew her motion; Ken withdrew his second. The motion did not pass.

-Motion: Sharon moved that we hire Nifty Cleaners from Buildingstars, through the library, predicated that Christi check the positive references in addition to a certificate of insurance, for \$450 per month for a one year contract.

-Second: Ken seconded the motion.

-Vote: All were in favor and the motion carried.

Personnel Committee

The committee still has to approve the meeting minutes. The committee discussed Cassi and her not completing her program at the library anymore.

Also, Barb said that the City's website does not list the time and date for the regular, monthly library board meetings. Christi will contact City Hall and suggest that the website include when the library board meets.

Other Reports:

Brenda has not received a reply on getting an additional crosswalk on old route 50. Christi said that there was a small complaint about the work done on the fence and related issues regarding union workers. The board entered an informal discussion about prevailing wages, and no necessary action was taken.

Barb asked the Building and Grounds committee to count the number of capstones on the fence, and Christi said that she would call about having rock put around the fence.

City Council Liaison: Friends of the Library:

Christi said that the book sale brought around \$800. The Friends of the Library are in the process of applying for 501(c)3 in order to become a tax exempt organization.

Public Comment: No members of the public were present.

Old Business:

Library Calendar

Christi said that re-appointments/appointments to the library board will be made by the mayor sometime next month for terms beginning on July 1. Barb listed a few candidates for the board: Kim Wilkerson; Herman Fauke; and Roger Hayes. Christi also mentioned Jaime Wolford as a potential candidate.

Dale Rogers Program

Barb said that Dale Rogers' program is on May 29th and that Dale will talk about his sculptures and public art. The library will look into promoting the program by spreading the word to schools, the Friends of the Library, and anyone else who would have an interest in public art. She also suggested proposing something to the Friends of the Library about hosting an event in recognition of the new library's anniversary this August. The board discussed various ways to advertise the Dale Rogers Program.

General Dean Video

The Friends of the Library will be selling videos of the General Dean program at the Carlyle Street Fair. Christi said that she would call Serpentine to find the cost for a DVD, label, and

case. Brenda suggested having the video looped on a screen at the Street Fair so that people can see what they're buying.

New Business:

Wi-Fi Routers

The internet connections through the Wi-Fi routers were a hit-and-miss due to interference from the library's outdoor electronic message sign. Christi said that by hardwiring the routers to the teen's section of the library and the Maddux Room, every main area of the library would have access to the Wi-Fi. This would be included in the construction-related expenses.

-Motion: Frank moved to upgrade the library's Wi-Fi routers.

-Second: Jane seconded.

-Vote: All were in favor, and the motion carried.

FNB Trust Audit

The trust audit for the calendar year 2014 has been filed with the Court. Barb said that there will be a final audit when the Trust is closed.

Barb referred the Board members to an article that appeared in the ILA Journal regarding FOIA requests. Christi said she would keep the Board apprised of similar articles pertaining to the duties and responsibilities of library trustees.

-Motion: Darren made a motion for the library board to enter closed session for the purpose of discussing litigation.-Second: Jane seconded the motion.

-Vote: All were in favor, and the motion carried.

[The library board entered closed session at 8:44 p.m.]

[The library board returned from closed session at 8:58 p.m.]

-Motion: Darren moved that Barb, Brenda, and Christi contact Mauri Griffith to close out the Maddux Trust and to petition the court about the possibility of establishing a reserve fund with the Maddux Trust residue..

-Second: Frank seconded.

-Vote: All were in favor, and the motion carried.

-Motion: Darren moved to adjourn the meeting.

-Second: Frank seconded.

-Vote: All were in favor, and the motion carried.

Adjournment: The meeting was adjourned at 9:00 p.m. The next regular meeting will be on Monday, June 1, 2015 at 7:00 p.m in the Library Conference Room.

Respectfully submitted,
Kenneth O'Dell Jr., Secretary



First National Bank
In Carlyle
Trust Department

For the Account of:

Account Number: 819

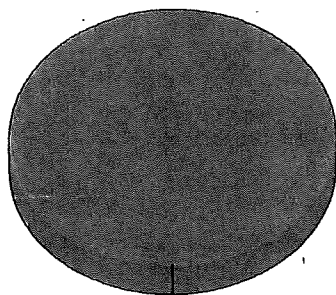
FLORA ETHEL MADDUX TRUST

From 4/1/2015 To 4/30/2015

CASE-HALSTEAD LIBRARY
C/O CHRISTY GERRISH
571 FRANKLIN STREET
CARLYLE, IL 62231

Asset Allocation

	Market Value	% Portfolio
Cash & Equivalents	\$71,161.59	100.00 %
Total Assets	\$71,161.59	100.00 %



Cash & Equivalents

Activity Summary

	Cost Value	Market Value
Previous Statement Balance	\$120,734.70	\$120,734.70
Interest	\$11.62	\$11.62
Realized Gains	\$0.00	
Account Fees	(\$490.93)	(\$490.93)
Expenses	(\$49,093.80)	(\$49,093.80)
Net Portfolio Change		\$0.00
Ending Balance	\$71,161.59	\$71,161.59

CITY OF CARLYLE

DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING APRIL 30, 2015

FUND 20 - LIBRARY FUND

		PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>						
20-3110	PROPERTY TAX	.00	28,289.12	28,000.00	(289.12)	101.0
20-3150	MOBILE HOME TAX	.00	84.83	80.00	(4.83)	106.0
20-3160	PAYMENT IN LIEU OF TAXES	.00	5,918.75	5,300.00	(618.75)	111.7
	TOTAL TAXES	.00	34,292.70	33,380.00	(912.70)	102.7
<u>INTERGOVERNMENTAL REVENUE</u>						
20-3440	GRANTS	.00	2,345.60	.00	(2,345.60)	.0
	TOTAL INTERGOVERNMENTAL REVE	.00	2,345.60	.00	(2,345.60)	.0
<u>FINES & FORFEITURES</u>						
20-3530	PENALTIES-LIBRARY FEES	682.74	9,780.53	7,000.00	(2,780.53)	139.7
	TOTAL FINES & FORFEITURES	682.74	9,780.53	7,000.00	(2,780.53)	139.7
<u>MISCELLANEOUS REVENUE</u>						
20-3810	INTEREST INCOME	.00	21.79	25.00	3.21	87.2
20-3831	DONATIONS	.00	1,854.20	2,000.00	145.80	92.7
20-3832	DONATIONS-SUMMER READING	.00	600.00	2,000.00	1,400.00	30.0
20-3833	DONATIONS-BOOK SALES	.00	962.00	300.00	(662.00)	320.7
	TOTAL MISCELLANEOUS REVENUE	.00	3,437.99	4,325.00	887.01	79.5
<u>OTHER FINANCING SOURCES</u>						
20-3990	TRANSFER FROM OTHER FUNDS	10,000.00	95,000.00	122,000.00	27,000.00	77.9
	TOTAL OTHER FINANCING SOURCES	10,000.00	95,000.00	122,000.00	27,000.00	77.9
	TOTAL FUND REVENUE	10,682.74	144,856.82	166,705.00	21,848.18	86.9

CITY OF CARLYLE

DETAIL EXPENDITURES WITH COMPARISON TO BUDGET FOR THE 12 MONTHS ENDING APRIL 30, 2015

FUND 20 - LIBRARY FUND

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>LIBRARY</u>					
20-56-4210 SALARIES-REGULAR	6,390.27	80,990.13	84,000.00	3,009.87	96.4
20-56-4510 HEALTH & DENTAL INSURANCE	483.02	5,703.51	5,279.88	(423.63)	108.0
20-56-5110 MAINTENANCE SERVICES-BUILDING	75.00	2,572.61	5,500.00	2,927.39	46.8
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	79.83	1,394.68	2,075.00	680.32	67.2
20-56-5330 LEGAL SERVICES	.00	256.20	1,000.00	743.80	25.6
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	6,687.37	7,050.00	362.63	94.9
20-56-5510 POSTAGE	7.58	480.82	400.00	(80.82)	120.2
20-56-5520 TELEPHONE	107.02	1,504.77	1,500.00	(4.77)	100.3
20-56-5530 PUBLISHING	.00	83.60	500.00	416.40	16.7
20-56-5620 TRAVEL EXPENSE	.00	.00	300.00	300.00	.0
20-56-5630 TRAINING	.00	.00	500.00	500.00	.0
20-56-5710 UTILITIES	1,536.64	9,847.25	15,000.00	5,152.75	65.7
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	4,644.33	10,000.00	5,355.67	46.4
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	.00	100.00	100.00	.0
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	35.98	100.00	64.02	36.0
20-56-6510 OFFICE SUPPLIES	.00	1,959.37	2,000.00	40.63	98.0
20-56-6540 JANITORIAL SUPPLIES	29.52	420.74	400.00	(20.74)	105.2
20-56-6580 PERIODICALS	126.70	2,119.12	2,000.00	(119.12)	106.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	94.95	1,000.00	905.05	9.5
20-56-8800 LIBRARY-BOOKS-MATERIALS	2,086.13	20,986.86	20,000.00	(986.86)	104.9
20-56-9250 SPECIAL PROGRAMS	351.95	3,229.57	3,500.00	270.43	92.3
20-56-9290 MISCELLANEOUS EXPENSE	6.20	74.40	100.00	25.60	74.4
20-56-9950 GENERAL & ADMINISTRATIVE	662.75	7,953.00	7,953.00	.00	100.0
TOTAL LIBRARY	11,942.61	151,039.26	170,257.88	19,218.62	88.7
TOTAL FUND EXPENDITURES	11,942.61	151,039.26	170,257.88	19,218.62	88.7
NET REVENUE OVER EXPENDITURES	(1,259.87)	(6,182.44)	(3,552.88)	2,629.56	(174.0)

Case Halstead P.L. – Income and Expenditures

April 2015

- A. Nonresident Fees- \$546.00
- B. Fines - \$89.96
- C. Copier & Printer- \$228.65
- D. Fax Machine- \$46.73
- E. Grants - \$4101.25
- F. Donations - \$759.45
- G. Summer Reading Donations – 1545.00
- H. Coffee - \$10.00
- I. Maddux Room - \$125.00

Total \$7452.04

Total at CH \$7465.80

1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$370.00</u>
Building Stars - \$270.00	
Terminix - \$100.00	
5120 Maintenance-Equipment	<u>5120 \$155.29</u>
Da-Com Lease - \$155.29	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$</u>
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$118.92</u>
AT&T - \$93.92	
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 \$785.79</u>
City of Carlyle Electric - \$604.44	
City of Carlyle Water & Sewer - \$94.06	
Ameren - \$87.29	
Constellation - \$	
6110 Maintenance Supplies – Building	<u>6110 \$11.98</u>
Aviston Lumber - \$11.98	
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$222.91</u>
Demco - \$222.91	

6540 Janitorial Supplies	<u>6540 \$</u>
Amazon - \$24.62	
6580 Periodicals & Newspapers	<u>6580 \$141.00</u>
Parents - \$12.00	
People - \$124.00	
Time Magazine - \$5.00	
8300 Equipment	<u>8300 \$81.40</u>
Amazon - \$81.40	
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$1338.34</u>
Amazon - \$183.52	
Baker & Taylor - \$827.33	
Center Point - \$168.36	
Fairview Heights – 24.99	
Gale - \$103.16	
9250 Special Programs	<u>9250 \$20.00</u>
Pizza Hut - \$20.00	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$3270.25</u>

Late Bills from April

6540 Wal-Mart - \$10.98

Changes from last month

9250 Remove \$350.00 for Animal Tales (to be paid for by Friends of the Library)

Library Project Bills

May 2015

Maddux Trust:

8900 Other Improvements

Archi-cepts - \$1960.00

Aviston Lumber - \$2924.89

Hall of Frames - \$130.64

Lemay Block & Brick - \$134.00

Grand Total - \$5149.53

Library Director

Date

Library Board Treasurer

Date

Mayor Mike Burton

Date

Circulation Statistics---Monthly

2015 May

2015 April

2014 May

ADULT---1831

ADULT---1766

ADULT---1906

CHILDREN---1017

CHILDREN---543

CHILDREN---440

YOUNG ADULT---95

YOUNG ADULT---66

YOUNG ADULT---129

RENEWALS---536

RENEWALS---531

RENEWALS ---648

MANUAL CHECKOUTS---3

MANUAL CHECKOUTS---7

MANUAL CHECKOUTS---36

3M Cloud---31

3M Cloud---39

3M Cloud---9

Overdrive---169

Overdrive---179

Overdrive---154

TOTAL=3682

TOTAL=3131

TOTAL=2674

ROUTE INS=476

ROUTE INS=533

ROUTE INS=439

ROUTE OUTS=260

ROUTE OUTS=272

ROUTE OUTS=248

COMPUTER USE=667

COMPUTER USE=679

COMPUTER USE=231

PATRON COUNT=3483

PATRON COUNT=3046

Mr. Steve - 75

Anime Club (3 weeks) -15 Fred and

Dale Rogers - 15

Story Time (2 time) - 10

Teen Movie - 12

Author Program - 26

Family Movie - 15

Lincoln Program - 18

Story Time (2 times)- 36

Money Week Programs - 18

Organ Donor Program - 30

PEO Tour - 18

Building and Grounds / Construction Committees - Meeting Minutes

Case-Halstead Library

Thursday, May 21, 2015 – 5:00 p.m.

Meeting Location: 550 Sixth Street – Conference Room

Committee Members Present: For Building & Grounds: Frank Buckingham (Chair) Sharon Berdeaux. For Construction Committee: Barb Guebert, Darren Tracy, Jane Bullock, (also Frank Buckingham), and Christi Gerrish-Library Director

Members Absent: Michelle Scott-Excused (Building & Grounds)

Guest: Gerald Rakers, Rakers Electric

Barb called the meeting to order followed by introductions. The purpose of the meeting was to discuss further construction-related expenses, maintenance topics, and the status of open items.

Since Mr. Rakers was kind enough to stop by on his way home from work to consult on some electric matters, Barb asked the committee to address those issues first. Since snow and ice was a problem this past winter, and patron safety was a concern, Christi investigated the possibility of purchasing heated entrance rugs. The other matter addressed was completing the installation of electric wiring to facilitate the purchase of a car charging station on the parking lot, which was an item in the original construction plans.

The meeting moved outdoors so that Mr. Rakers could explain the options of wiring the heated mat(s) at the main entrance and the car charging station. He explained that the best option to bring electric to the entrance area mat(s) would be to install a conduit along and down the trellis column, pull wire from the electrical room, and install a surface-mount outlet. He does not recommend drilling through the masonry. This conduit would have to have its own circuit. The proposed mat(s) come with 6' of cord and a temperature sensor. No extension cord(s) can be used.

Regarding the car charging station, the 1" conduit already exists and the end is at the retaining wall near the trash enclosure. Mr. Rakers estimated it would take about one day and 2 men to pull wire from the electrical room through the conduit and put in a dedicated circuit. Our voltage is 208; we also have 480. If the car charger draws 25 amps, we could handle 3 chargers. Then the question arose regarding how the library would operate the car charger—during library hours only, or 24/7? Also, how would the car charging station be turned off? An on/off switch at the circuit breaker box would require staff to remember to turn it on or off for a customer. A switch located at the front desk would require a contractor to run wire to the front desk. Another option would be to put a credit card reader on the charger, but the up-front cost of installing the reader along with annual fee would be more expensive. There was discussion about the future of electric cars, about providing the service to patrons and/or the general public. Also, the fact that Carlyle is a tourist destination and offering this service to travelers would put Carlyle on the "map", so to speak.

Christi reported on her research regarding different types of car chargers. Frank also contributed information about his experience with the car chargers on the SWIC campus where he works. No decisions were made at this time. The committee expressed its concern that any and all electrical work pertaining to

these projects should be addressed before the closing of the Maddux Trust so that construction funds can be used. The committee(s) thanked Mr. Rakers for his time and his contribution to the discussion.

While outdoors, the committee also examined the alley and the concrete pad for the trash pick-up. Originally, it was felt that the concrete walk should be extended making it easier for staff to carry the trash to the alley. Now that the cleaning company's staff puts the trash out, it is no longer an issue for staff.

Discussion followed regarding the retaining wall and fence. Frank volunteered to get information about the cost of replacing the damaged capstones on the retaining wall. Christi will contact Diversified and Bach—two lawn and landscape companies—to see about finishing off the ground between the retaining wall and the alley. Weed barrier covered with gravel was suggested. The City will chip and oil the alley soon and the concern is to coordinate how far into the alley-way we need to take care of in order to keep the weeds down. The question was also raised as to who will be responsible for cutting the weeds between the fence and alley.

Barb contacted John Hodapp for his recommendation about putting reflectors on the alley side of the fence. John recommended buying reflectors at NAPA and tying them on with zip ties. Barb bought a sample reflector to show Christi. Christi will order the reflectors and said we have zip ties.

The meeting continued in the library conference room.

Christi reported about a problem with the building's Wi-Fi. Apparently, the signal is not strong in all areas of the library. Tin Cans is installing boosters to correct this problem. She also reported that ComSquad needs to return to correct a wiring problem in the conference room. The relay isn't strong enough to adequately power video presentations. She will call again to try to arrange this service call.

There was discussion about remaining technological items. Christi will check the speaker's rostrum in the Maddux Room to be sure that the light and microphone are properly installed and working.

Barb stated that staff still remarks about the noise made by the restroom hand dryers. She recalls that Chrissy at Arcturis offered a way to reduce the noise by adjusting the motor speed. She will contact Chrissy about this again to request instructions to make the adjustment.

Darren asked whether the computer in the children's area was set up and working. Christi said that she has to load some additional software to make sure that children cannot connect to some sites, such as Facebook, for example. The committee requested that this be given high priority and taken care of.

Barb asked Christi whether signage above the Peek-A-Book machine would be helpful. Christi said that before requesting signage from Foppe, she will check with Demco to see if standard signage is available.

Wendy Folen will meet with Christi and Barb to hang the remaining art tomorrow (Friday) morning.

Barb reminded the committee(s) that the red glass salvaged from the front door sidelights of the old library building is located on the top shelf in the large storage room. No action has been taken to create a piece of art using the glass. Barb asked members of the committee(s) to think about ways the glass can be

used—a piece of art, etc. Sharon also reported that she salvaged the staircase spindles as well as some square nails, and she wonders how they can be used, displayed, or whether some of them should be on loan to the Historical Society for safekeeping. No decisions were made. More discussion involved the mirror originally belonging to the Case family (Eckstein Case's note on the back indicates the mirror hung in his mother's bedroom). The committee suggests that a letter be sent to the Historical Society offering the mirror on loan.

A problem with the light fixture in the Heritage Room was discussed. Frank volunteered to take a look at it following the meeting.

Christi is pleased with the building's energy consumption. She also reported that the cleaning company that was hired recently has performed well so far, and the staff is very satisfied with their work.

Barb informed the committee members that Carolyn Davenport at First National Bank has requested a "letter of completion" before they can proceed with steps to close the Maddux Trust. A question arose regarding the definition of "completion". While Arcturis issued a letter of "substantial completion" in order to satisfy the requirements of the State grant, and the major construction contractors have used another date to begin the warranty phase, the Board continued work on projects considered part of construction-related expense. For example, the History Wall and signage that is on order will not be installed until sometime in June. The cloak area has just been completed. We are still working on fence related projects, and we envision a dedication wall in the Maddux Room. While we are "substantially complete," the fear is that the Bank's attorney will hold to one date and refuse all other expenses if they are presented afterwards. The committee recommended that Barb contact library attorney, Mauri Griffith for guidance on this matter.

The meeting adjourned at 6:30 p.m.

Submitted by Barb Guebert, acting secretary.

Minutes of Special Event Committee
Case-Halstead Public Library
Saturday, May 9, 2015 – 9:00 AM

Present: Barb Guebert, Kim Stamps, Brenda Johnson, Christi Gerrish

The purpose of the meeting was to discuss plans for a special event to host sculptor Dale Rogers of Haverhill, MA. Dale is the artist who created the stainless steel trio of seagulls erected on the Library lawn. Dale will be in Belleville to dismantle his large public exhibit "Flight" at Southwest Illinois College.

The preferred time and date of the event is 5:00 or 6:00 Friday, May 29, but there are several other conflicts on that date. Christi said the CVS pharmacy company is hosting a regional meeting all day on the 29th, then the kick-off movie for the Summer Reading Program follows. The Maddux Room will not be available until nearly 7:00.

We discussed having the event begin on the west patio near the sculpture at 6:30 for a "meet and greet" type session, then move into the Maddux Room for a presentation.

We discussed creating a list of specific invitees, in addition to the public. Among those to be specifically invited will be former donors, members of the City Council, former Library trustees, members of the County Board, Corps of Engineers, representatives of the Fine Arts Departments at nearby McKendree University, Greenville College and KC as well as the surrounding high schools. Also members of the Rotary Club, Historical Society, St. Joseph's Hospital, Carlyle Healthcare, and Poettker Construction.

Kim will get contact information for the college fine arts departments and college libraries. Brenda will take care of church bulletins and the City's electronic sign, contact information regarding mayors' groups, the Corps, and find out when the County Board meets.

Pam Holly will be contacted to obtain Chamber of Commerce members' email addresses, put on Chamber website and others, etc.

Barb will nail down Dale's itinerary and get other address information to Christi.

Christi will create a flyer that we can put on websites, FB pages, mail, etc. Barb gave Christi a booklet containing photos of "Flight," etc. that can be used for advertising.

We will ask the Friends to also underwrite a portion of the postage cost.

Refreshments will be light, and we will ask members of the Friends organization for assistance.

We will meet again on Wednesday, May 13 at 8:30 a.m.

Submitted by Barb Guebert

Minutes of Special Event Committee
Case-Halstead Public Library
Saturday, May 13, 2015 – 8:30 AM

Present: Barb Guebert, Brenda Johnson, Christi Gerrish

The purpose of the meeting was to continue planning the special event program with Dale Rogers.

The program date has been confirmed. It will be held on Thursday, May 28, beginning at 6:00 with a "meet and greet" short program on the west patio, followed by a power point presentation and talk by Dale Rogers.

The Friends organization has offered to underwrite postage costs up to \$50, and they will take care of refreshments.

We reviewed mailing lists. Barb provided lists from her files for former Library Trustees, legislators, names of Carlyle school principals, etc., local veterans' organizations, and Friends of the Fine Arts' executive board at KC. The intent is to direct invitations to those who are most connected to the Library. Regular advertising will be directed to the general public. Christi will consolidate the lists as a go-to data base for future events.

Christi created an attractive flyer that will be used for mailings and general distribution.

Christi will take care of general advertising: PSA's, community calendars in the Sentinel, Union Banner and Breese Journal. She will contact Carol Day who will contact the members of the Friends, also members of the Rotary Club, Lions Club. Barb suggested Christi also contact C-Mac in Greenville (the management office of our local McDonald's restaurant) to initiate a future relationship.

Brenda will take care of City Hall, County Board, Pam Holly (for the Chamber contacts), Doris Elling (for members of the Park Board), Corps of Engineers, and church bulletins.

Barb will take care of the County offices at the Court House, the schools (Central, Mater Dei, Carlyle HS, Carlyle Jr. High, Carlyle Grade, Christ Our Rock). Barb will personally contact Phil at the Sentinel to find out if he'll do a story and/or Wendy Folen for the Union Banner, contact Judith Joy and Sandy Bretz (prospective donors?), Shirley Norrenberns (for the name and contact info for her former office landlord who is rehabbing a building for use as an art gallery), contact manager of LuBar to get John Lieber's contact info, and Patty Gregory of Art on the Square.

Kim had indicated at the previous meeting that she would get the contact information for the local colleges.

Christi ran off copies of the color flyer so that Brenda and Barb would take them with and begin distribution immediately. Christi will follow-up with email distribution.

Submitted by Barb Guebert