

Meeting Minutes  
Case-Halstead Library Board of Trustees  
04 April 2016 – 7pm

**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 Liason, Darren Tracy, Frank Buckingham, Kenny O’Dell, Kim Wilkerson

**Absent:** Darren Tracy (excused)

**Also Present:** Mark Hodapp, Carlyle Union Banner

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
  - a. March 7
    - i. Kim S. made a motion to accept the September 14 Special Meeting minutes
    - ii. Kim W. seconded the motion
    - iii. All were in favor and the motion passed
- IV. Treasurer’s Report and FNB Statement
  - a. Treasurer’s Report
    - i. 83% of the fiscal year has elapsed and we have spent 78.6% of the budget
    - ii. Jane will ask the city for the disbursement information
    - iii. Frank made a motion to accept the Treasurer’s Report
    - iv. Kim S. seconded the motion
    - v. All were in favor and the motion passed
  - b. FNB Statement
    - i. The Board reviewed the statement
- V. Library and Construction Bills
  - a. Kalmer HVAC bill – routine maintenance
  - b. Library Bills
    - i. Frank made a motion to accept the library bills
    - ii. Jane seconded the motion
    - iii. All were in favor and the motion passed
  - c. Construction Bills
    - i. Kim S. made a motion to remove the library director signature line for the library project bills, to replace it with a signature line for the library board president on the library project bills and to approve the construction bills.
    - ii. Kenny seconded the motion

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- iii. All were in favor and the motion passed
- VI. Statistics
  - a. Despite the Easter Holiday closures and the exiting of our library director, statistics looked good for March
- VII. Library Director's Report – written and provided by Christi Gerrish
  - a. Upcoming Programming - April
    - i. Friday April 1, 7:00 – First Friday Night Movie – *The Peanuts Movie*
    - ii. Wednesdays April 6, 20 – 10:00 – Story Time (typically 2 stories and a craft)
    - iii. Saturday, April 9, 10:00 – Friends of the Library meeting
    - iv. Tuesday, April 12, 6:30 – Becky Kueker, author of *Hiding in My Pajamas*
    - v. Friday, Saturday, April 15-16 – **Friends of the Library Book Sale**
    - vi. Saturday, April 16 – 7:00 – **Friends of the Library Trivia Night** at Bretz's
    - vii. Saturday, April 30, 10-12 – Wish Barb Thurman a happy retirement – open house
  - b. Upcoming Programming – May
    - i. Wednesdays – May 4, 18 – 10:00 – Story Time
    - ii. Friday, May 6 – 7:00 – First Friday Night Movie – *Norm of the North*
    - iii. Saturday, May 14 – 10:00 – Friends of the Library meeting
    - iv. Monday, May 16 - Sign up for Summer Reading begins
    - v. Tuesday, May 31 – 2:00 – First program of Summer Reading with BABALOO in concert
  - c. Staff report
    - i. Staff member Karen Dall was asking if we can add a staff member to help Suzy out for the next month, or have Suzy work Wed and Thurs with Barb, and add other people to fill in when only one member of the staff is scheduled to work
    - ii. Karen Dall expressed concern about the workroom and knowing where things are after the proposed organization.
      - 1. Kim S. told her that our goal was to have the staff workroom organized by Pam Holly of Clutter Concepts to make things more efficient and organized.
  - d. Utility Report
    - i. Our utility cost per square foot continues to decrease.
  - e. Staff Meeting – topics – use of DVD cleaner, coffee sales, shelving, updates to the Procedures Binder, interim programming, first aid training

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- f. Staff Member Retirement – Barb Thurman will be retiring as of April 28, and her reception will be held April 30<sup>th</sup>
  - g. First Aid Training for Staff
    - i. A training session is being planned in conjunction with other city employees
    - ii. We have 6 staff members,
    - iii. Jane made a motion that we attempt to secure first aid training for staff not to exceed the \$270 remaining in the budget for training
      - 1. Frank seconded the motion
      - 2. All were in favor and the motion passed
  - h. National Library Week: April 10-16 – Librarian’s Calendar
    - i. Barb will prepare PSAs
    - ii. Barb also printed out a suggested proclamation for the Mayor to sign re: National Library Week. This will be on the City Council Adgenda
    - iii. A banner was discussed – perhaps we could order a banner (locally) that advertises ‘National Library Week’ and that could be reused every year.
      - 1. Brenda will look into this
  - i. FNB Donation
    - i. Charging station
      - 1. There was discussion about having a First National Bank representative come for a photograph and an article in the newspaper
    - ii. Web based program for financial education – Michelle will look into this
  - j. Story Time and Other Program Volunteers
  - k. National Library Workers Day: April 12
    - i. Barb suggested putting a bouquet of flowers on the circulation desk and providing snacks
    - ii. Kim W. will procure snacks and a card.
  - l. Other Reports - none
- VIII. Standing Committee Reports
- a. Building and Grounds/Construction Committees
    - i. Remaining Foppe Work
      - 1. Finished the vinyl and looked into the Maddux Tribute wall
    - ii. Diversified – Tree Replacement – dead redbud tree – being taken care of
    - iii. Rain Event – Completed – caulk was replaced between cast stone and brick (no charge)

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- iv. Ceiling Tiles (6ft x 2ft) – Dave Lammers looked into it and thought the small ledge that the tiles rest on allow them to loosen easily.
  - 1. Manufacturer has come up with a fix – involving putting up some clips to hold tiles to the frame, which would involve substantial cost.
  - 2. However, Poettker Construction will remove the tiles, place clips and replace the tiles at no charge to us.
- v. Pam Holly Proposal
  - 1. We had hired Pam to organize various areas of the library in January of 2015. She began work on the large storage room that had been previously scheduled but never completed.
  - 2. Storage in Maddux room and the large storage room is not finished or organized. The staff room is not organized. The book drop-off room is full of donated books for the book sale. We will be developing a policy to only accept books for a short time prior to the biannual book sales.
  - 3. Volunteers (board members) would be welcome to assist during the organization process.
  - 4. Kim S. made a motion to accept the proposal of \$1325 from Clutter Concepts to organize the main office, Maddux room storage, Maddux room closet, staff work stations and the main storage room with a cap of \$2500 in total to account for additional costs such as carts, shelving or other materials with a recommendation to complete the work as soon as possible.
    - a. Jane seconded the motion
    - b. All were in favor and the motion passed.
- vi. Carpet Cleaning - done
- vii. Tack Wall Display System – Ted Rensing mounted the bracket. A box of accessories came with the system and needs to be reviewed
- viii. Light Fixture – Completed
- ix. Concrete – Poettker Construction is going to look for a different surface to increase traction on the sidewalk. If a suitable working surface is not found, they will replace all of the colored concrete with regular concrete at no charge. We may need to use a different entrance for up to a week during this replacement
- x. Other Construction Related Items

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1. No construction related items are left, so we discussed declaring construction to be complete. It was decided that we would see how the Clutter Concepts billing proceeds and go from there.
  2. We hope to have a motion to ‘complete construction’ and disband the construction committee at next months’ meeting.
- b. Technology Committee
- i. Upgrade Computer RAM
  - ii. We would like to post a sign or notice to acknowledge Tin Can’s work in the library.
  - iii. Frank has discussed the HVAC system with Christi and will be monitoring for when to switch the system over the A/C for the season.
  - iv. We need to update computer use policies or restrictions to limit crowds of pre-teen or teenaged patrons surrounding the screens during after school hours.
  - v. The technology committee is working on limiting bandwidth so that streaming games and videos don’t use up all of the bandwidth available in the computer.
- c. Personnel Committee
- i. Christi Open House and Reception will be held April 2
- d. Other Reports
- i. Ken O’Dell will graduate from McKendree University – May 12
- e. City Council Liaison – nothing to report
- f. Friends of the Library
- i. April Events
  - ii. The friends are not interested in selling the General Dean video as a fundraiser
- IX. Public Comment - none
- X. Old Business
- a. General Dean Video Status
    - i. Kim W. might be able to duplicate the DVD for us
    - ii. We have several members of the community who are interested in purchasing this video, but we still need to determine costs
- XI. New Business
- a. Medical Emergency Policy
    - i. Edited – need to replace the table of contents page and page 11, with revision to XI.
  - b. Policy Manual – see above

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- c. Per Capita Grant – we were awarded a FY2016 Illinois Public Library Per Capita Grant in the amount of \$2,529.16. (Last year was over \$4000). Payment of these funds may be significantly delayed, but we have until Jun 2017 to spend it.
- d. WCXO Radio Show
  - i. Darren may be able to do the radio show this week
  - ii. Barb suggests that one of the staff do the show during National Library Week
- e. Carlyle Lake 50<sup>th</sup> Anniversary – a committee is being formed to plan this anniversary. Brenda will be attending the meetings and wouldn't mind representing the library. The organizational meeting is Tuesday, April 5 at 6pm at the Corps.
- f. Serving Our Public Chapter 3 – This was postponed until the next regular meeting
- g. Personnel/Search Committee Report – Closed
  - i. Frank made a motion to go into closed session at 9:26**
    - 1. Jane seconded the motion
    - 2. All were in favor and the motion passed
- XII. Frank made a motion to adjourn, Brenda seconded, All were in favor
- XIII. Open Session Resumed at 10:09 PM
  - a. No motions
  
- XIV. Adjournment at 10:10 . Next meeting Monday, May 2, 2016 at 7:00pm

Respectfully submitted,

Michelle Scott, Secretary