Meeting Minutes

Case-Halstead Public Library Board of Trustees

05 July 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, Darren Tracy, Zack Huels

**Absent:** Frank Buckingham (excused), Kim Wilkerson (excused)

**Also Present:** Keith Housewright, Library Director; Melanie Stahlhuth, Youth Services Asst.

1. Call to Order, Roll Call and Introduction of Guests
	1. The meeting was called to order at 7 PM.
2. Pledge
3. Meeting Minutes – June 5, 2017
	1. Kim S. made a motion to accept the meeting minutes.
		1. Jane seconded the motion.
		2. All were in favor and the motion passed.
4. Treasurer’s Report, FNB Statements and National Bank Account:
	1. Treasurer’s report
		1. Maddux Trust has been closed as of 4/30/2017.
		2. First National Bank in Carlyle wrote a final distribution check in the amount of $2,704.34 from the Maddux Trust account.
		3. This check was deposited today (July 5,2017) into our National Bank account.

 b. Michelle made a motion to accept the Treasurer’s report.

 i. Kim S. seconded the motion.

 ii. All were in favor and the motion passed.

V. Library Director’s Report:

 a. Library Bills – income report for May and June 2017.

 b. Kim Stamps made a motion to accept the payment of the library bills.

 i. Michelle seconded the motion.

 ii. All were in favor and the motion passed.

c. Statistics Report – May and June 2017. The Patron count is up from this time last year. Keith mentioned that it is difficult to draw adults to the adult oriented movies.

 d. June 21 Staff meeting – successful, per Keith (next meeting July 19 at 7pm)

e. Utility report: All within reason; actually costs are down $.10/sq.ft.

f. Programming – Upcoming Events:

 - July 12, 4pm: Special Story Time – Madeline Wieter, Clinton County Fair Queen

- July 13, 2pm: Summer Reading Program Movie – “Teenage Mutant Ninja Turtles (2014)

 - July 17, 5pm: Clinton Co. Fair Parade

 - July 18, 2pm – Summer Reading Program – “Abra-Kid-Abra Solar Eclipse Show”

 - July 18, 7pm – SIUE Course – Southern Illinois Writer’s Group

- July 20, 1pm – Summer Reading Program Grand Prize Drawings

- July 20, 2pm – Summer Reading Program Movie – “Back to the Future”

- July 25, 7pm – SIUE Course – Going Manual With Your Camera

g. New Hire: Melanie Stahlhuth – Youth Services Assistant (Children’s Librarian)

- Working on a lot of programs, polling kids on what they want

- Working developing programs where we can use the flight simulator and 3-D printer

- Has T-shirts ready for the parade (which will be Monday, July 17)

h. Library Inventory: Keith is working on developing a process to inventory our collection. This may help us to further weed out certain books and for the staff to become familiar with the collection. Barb mentioned that our inventory is a valuable part of our building and that we should know what we have in case a claim is every needed.

i. Case/Historical Collection – security and preservation: We need to be aware of any grants that might help us with the preservation of this historic collection. We should consider securing and cataloging this collection.

j. Illinois Public Library Annual Report (IPLAR) has been completed and filed.

VI. Standing Committee Reports/ Other Reports

 a. Building and Grounds:

i. Maintenance Schedule Manual has been located and Keith will be discussing it with staff during the next staff meeting.

ii. Landscape Replacement Shrubs/ Trees - Keith will be contacting the parks

 department about affordable options.

iii. Speakers - We may bring the speakers from the Maddux room into the conference room and then purchase new (better) speakers for the Maddux room (that would be better for movie watching).

 iv. Maddux Room Projector - The projector is too close to the screen and doesn’t

 allow the projected picture to fill the screen. Frank and Keith are looking into

 re-positioning it.

 v. Exterior lights - Some of our exterior lights are out, and City workers came to

 assess and discovered that some of our LED lights were out. These should be

 under warranty, but the City has ordered some bulbs for us. Foppe quoted us

 $500 to repair the light behind the sign. The City may be able to make this

 repair for less cost.

 vi. HVAC Maintenance - We received a quote of $1,449 from Prost Heating &

 Cooling, which will cover preventative maintenance (2 visits per year; Spring and

 Fall). The Board requested that Keith clarify when the start and end point is

 (Fall 2017, Spring 2018, or different?) and whether it automatically renews,

 how the billing is set up, etc. We will discuss this further and decide whether to

 go with this contract at our next meeting.

 b. Personnel: Michelle reported that last month’s meeting went well and that there was

 no need for a special board meeting. Therefore, the previously scheduled special board

 meeting was cancelled. Keith will sign a lease for a house next week.

 c. City Council Liaison – No City report. Brenda was excited to hear Melanie’s report on

 her goals for Youth Services.

 d. Friends of CHPL - Next meeting is Saturday, July 8 at 10am. The Mango Fundraiser will

 be held July 21, 22, 23 at CC Food Mart/ Shell. The Carlyle Rotary Club has been

 approved for a grant to help with this project. Keith will look into working with the

 schools to allow children access to the Mango program. The Friends annual art exhibit

 is scheduled August 19 in the Maddux Community Room.

e. Library Calendar – No comment.

f. Public Comment – N/A.

VII. Old Business

 a. Eckstein Case Birthday Event – July 8, 11am-1pm. Come out and see the Library’s new

 tent and celebrate Mr. Case’s 159th birthday! The Historical Society suggests holding a

 large event next year to commemorate the 160th anniversary of Eckstein Case’s birth.

* 1. Foppe Office/ Glass Lettering – Has been ordered.
	2. Youth Services Office – Keith is still working with Egyptian to find a locksmith to secure the new office space.
	3. Clinton County Fair – Parade Float July 17 – Frank is coordinating with Keith and Melanie.
	4. Reappointment of Library Board members – Frank, Darren and Brenda have been reappointed for 3 more years. Their terms will expire in 2020.

VIII. New Business

 a. Report of Nominating Committee and Election of Officers:

* + 1. Darren made a motion to suspend the rules and delay the election of officers until next month.
			1. Jane seconded the motion.
			2. All were in favor and the motion passed.
		2. The Nominating Committee will propose a slate of officers at the August meeting. Election of officers will be held at that time. In September, new officers will be sworn in and the board president will appoint standing committees. Barb Guebert announced that she intends to step down as president of the Board.

 b. Board Vacancy: Barb has contacted potential board candidates suggested by members

 of the Board to fill the vacancy due to Kim Wilkerson’s expected resignation.

 c. Proposed By-Laws revisions – Barb suggested adding the word ‘board’ to specify which

 meetings board members are required to attend. This was the first reading of the

 proposed By-Laws revision.

d. Serving Our Public – The Board reviewed Chapter 4 – “Facilities.” Keith remarked that our new library is up to date in all recommended categories.

IX. Adjournment: There being no further business, Barb adjourned the meeting at 8:30 PM. The

 next regularly scheduled meeting of the Board will be Monday, August 7, at 7:00 PM.

Respectfully Submitted,

Michelle Scott, Secretary