

Meeting Minutes  
Case-Halstead Public Library Board of Trustees  
02 April 2018

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

**Board Members Present:** Frank Buckingham – President, Darren Tracy – Vice President, Michelle Scott – Secretary, Brenda Johnson – City Liaison, Chris Cox, Zach Huels, Keith Housewright, Tara Woods (excused, arrived at 7:50)

**Absent:** Jane Bullock (Treasurer) (Excused), Whitney Luebbers (Excused)

**Also Present:**

- I. Call to Order, Roll Call and Introduction of Guests
  - a. The meeting was called to order at 7:00 PM
- II. Pledge of Allegiance
- III. Introduction of New Board Member – Tara Woods – see later
- IV. Meeting Minutes – March 5, 2018 Meeting
  - a. ***Brenda made a motion to accept the meeting minutes***
    - i. ***Darren seconded the motion***
    - ii. ***All were in favor and the motion passed***
- V. Treasurer’s Report and FNB Statement
  - a. Treasurer’s report (by Keith), Jane will re-iterate next month
    - i. 83% of fiscal year elapsed, have spent 78% of budget
    - ii. No motion was made as we will wait for Jane to give us an official report next month.
  - b. FNB Statement
  - c. National Bank Account
- VI. Library Director’s Report
  - a. Library Bills
    - i. Income - \$504 in new resident fees
    - ii. Expenditures
      1. 5490 – Midwest Resource items are the upgrade/ changeover from Tin Cans to Charter
        - a. New wireless hookup in Maddux Room allows for streaming with multiple computers.
        - b. The internet is much faster and more accessible since this changeover.
      2. 5520 – Ring Central – final bill for new phones
    - iii. ***Chris made a motion to accept the library bills as presented***
      1. ***Darren seconded the motion***

**2. All were in favor and the motion passed.**

- b. Utility Report
  - i. Utility costs are consistent with the recent chilly weather and increased use of the building.
- c. Library Statistics
  - i. Circulation numbers are consistent
- d. Report on March Events
  - i. The book club followed up their recent read with a movie based on the book.
  - ii. Story Time is going very well
  - iii. Meet the community events are very popular
  - iv. Chelsey has been attending the local Youth Librarian meetings and bringing ideas back to our library. She is also conducting story times at BCMW and a local daycare and has suggested reaching out to the extended community with additional story times and events.
- e. Update on Library Cards
  - i. The Policies and Procedures committee is looking into policies for cards as distributed to children.
- f. Library Board Terms of Office
  - i. Chris, Tara (new member as of next month) and Whitney's board terms will be up for re-appointment in June
- g. YS Report
- h. April Library Schedule:
  - i. Friday, April 6 – Family Movie Night, “Wonder” at 6pm
  - ii. Thursday, April 12 – Lego Club at 4pm
  - iii. Thursday, April 12 – “Small Business Website Design” – 6pm
  - iv. Friday, April 13 – Scrabble Game Night at 3:30pm
  - v. Wednesday, April 18 – Young Adult Book Club (High School) at 5pm
  - vi. April 19-21 – Friends of CHPL Book Sale
  - vii. Saturday, April 21 – “Whitey Herzog and the Cardinals” – Doug Feldmann – 11am
  - viii. Monday, April 23 – STEAM Program – Earth Day – at 4pm
  - ix. Tuesday, April 24 – Special Story Time “Meet the Community – Police Offices” 9:15am, 4pm
  - x. Wednesday, April 25 – Youth Advisory Informational Meeting Sign-Up at 5pm
  - xi. Saturday, April 28 – Blackout Poetry Program – 10am
- VII. Standing Committee Reports/ Other Reports
  - a. Policies and Procedures Committee
    - i. The policies and procedures committee is looking to better define meeting room use in the library.
  - b. Budget Committee
    - i. 2018-2019 Budget and Levy Request

- ii. We have conserved spending in some areas (eg. We have lowered cost of internet services), however, have allowed for increased spending in relevant categories (eg. utilities, travel for the library director and youth services director, and programs)
- iii. **Chris made a motion to accept the budget for FY2019 as submitted**
  - 1. **Zach seconded the motion**
  - 2. **All were in favor and the motion passed**
- iv. **Darren made a motion to raise the property tax levy by the maximum allowable amount for fiscal year 2019.**
  - 1. **Brenda seconded the motion**
  - 2. **All were in favor and the motion passed (The library board of trustees agreed to raise the levy by the maximum allowable amount).**
- c. City Council Liaison
- d. Friends of CHPL
  - i. Next meeting – Saturday, April 14, 10am
  - ii. Book Sale, April 19-21
- e. Public Comment
- VIII. Old Business
- IX. New Business
  - a. Personnel Committee – Closed session – No closed session was needed. Nothing to report
  - b. Induction of New Member – Tara Woods
    - i. Tara was not involved on any motions at this meeting
- X. Adjournment
  - a. The meeting was adjourned at 8:20 pm
  - b. Next meeting – Monday, May 7, 2018 at 7:00 pm

Respectfully Submitted,

Michelle Scott, Secretary