

Meeting Minutes
Case-Halstead Public Library Board of Trustees
05 February 2018

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

Board Members Present: Frank Buckingham – President, Darren Tracy – Vice President, Brenda Johnson – City Liaison, Chris Cox, Zach Huels, Whitney Luebbers

Absent: Michelle Scott –Secretary (Excused), Jane Bullock—Treasurer (Excused)

Also Present: Keith Housewright, Library Director

- Call to Order, Roll Call and Introduction of Guests
- Pledge
- Meeting Minutes – from Jan. 3, 2018
 - Darren Made a motion to accept the minutes
 - Zack seconded the motion
 - All were in favor and the motion passed
- Treasurer’s Report and FNB Statement—compiled by Jane Bullock, presented by Frank Buckingham
 - Treasurer’s report
 - 67 Percent of year had elapsed, only 62 percent had been used.
 - Chris made a motion to accept the Treasurer’s report
 - Darren seconded the motion
 - All were in favor and the motion passed
 - FNB Statement
 - National Bank Account
- Library Bills were reported. Bills were higher for Information Technology due to the upgrade from Tin Cans to Charter.
- The Library director reported library Statistics. Attendance was great for the “Owls of Illinois” and the annual “Eagle Day” events.
- Library Director’s Report
 - Report on “Owls of Illinois” and “Eagle Day” events.
 - Report on Family Movie Night, Story Time at CHPL and at BCMW/Outreach, Proctored Exams, Scholastic book sale, Food for Fines,
 - Utility Report: January 2018 bill increased but in line with cold weather.
 - Charter Internet Service – City Phone Service: installation expected soon.
 - Programming – Upcoming Events
 - Feb. 6, Mango/Rotary Event at the Library
 - Feb. 13, Native American Homes night at the Library

- March 2, “Read Across America: Dr. Suess Day at the Library” 3pm
 - March 2, “The Lego Ninjago Movie” at 6pm
 - Refer to CHPL website for additional events
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- Youth Report was provided.
 - Reprints of newspaper articles from the local newspapers included several pages about the past month's activities
 - Standing Committee Reports
 - Budget/Finance Committee – CHPL annual budget: begin preparing next month.
 - Building and Grounds committee
 - Technology Committee
 - Personnel Committee
 - Other Reports
 - Friends of the Library: Next meeting Feb. 10th at 10 AM.
 - Public Comment (none)
 - Old Business
 - Annual Library Certification and Online Traffic Survey was complete by Keith.
 - A check for Library Per Capita Grant is expected in February.

Annual informal Board dinner was discussed. It was suggested that this be tabled until further discussion on the invitation of past library board members and honored guests could be had.
 - New Business:
 - Policies and Procedures annual library review—A committee was formed and comprised of Frank, Chris and Whitney. Keith is to email them the current Policies and Procedures for review and comment.
 - Personnel Committee -closed session not needed.
 - Adjournment
 - The meeting was adjourned at 8:14pm, motion by Darren, Seconded by Zack
 - The next meeting will be Monday, March 5, 7:00 PM

Respectfully Submitted,
 Frank Buckingham, Board President
 Keith Housewright, Library Director