

Meeting Minutes
Case-Halstead Public Library Board of Trustees
06 Feb 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, Frank Buckingham, Zack Huels

Absent: Kim Wilkerson (excused)

Also Present: Keith Housewright, Library Director

- I. The Meeting was called to order at 7:05 PM.
- II. Pledge
- III. Meeting Minutes – Tuesday, January 3, 2017
Kim S. made a motion to accept the Minutes.
 - i. *Jane seconded the motion.*
 - ii. *All were in favor and the motion passed.*
- IV. Treasurer's Report
 - a. The issue with line item 8800 not having been paid last month has been resolved and paid.
 - b. 67% of the year has elapsed and our expenditures total 56% of the total budget.
 - c. FNB Statement – Maddux Trust Dec. 31, 2016 balance is \$3,536.40 (a Trustee's Qrtly Fee of \$125.00 was posted).
 - d. FNB Statement – Municipal Interest Checking 19687 Dec. 31, 2016 balance \$18,274.57 (Interest YTD \$17.50).
 - e. National Bank Account – Savings Acct. – No activity. Dec. 30, 2016 balance \$24,141.50 (Interest \$7.22)
 - i. *Frank made a motion to accept the Treasurer's report.*
 1. *Darren seconded the motion.*
 2. *All were in favor and the motion passed.*
- V. Library Bills
 - a. Income: Non-resident fees were \$672.88; copy/printing income remains strong.
 - b. Expenditures:
 - i. 8800 – Books, materials, etc. purchased this month.
 - ii. 6510 – Office supplies: new cases for the audiobooks from Demco
 - iii. 5570 – IT software – annual fee for website
 - c. *Frank made a motion to pay the library bills.*
 - i. *Zack seconded the motion.*
 - ii. *All were in favor and the motion passed.*

- VI. Statistics
 - a. Our monthly patron count at this point (January 2017=3,318) is significantly higher than one year ago (January 2016=2,946), and from last month (Dec. 2016=2,959). This is likely due to popular movies and programs/classes offered.
- VII. Library Director's Report
 - a. Utility Report – FYI – typical numbers for this time of year.
 - b. Report on January Events
 - i. Story time has not been well attended since moving the time to 4 PM. Keith will consider altering dates or times, or devote library staff to this program.
 - ii. Eagle Day – over 200 attendees.
 - iii. 21 books were collected for First Step; we plan to repeat this project next year.
 - c. Summer Reading Program 2017 Dates, Times, Costs (Total cost - \$1,640.00)
 - i. June 6 – Mad Science - \$315
 - ii. June 13 – Rick Rayburn (guitar and humor) - \$250
 - iii. June 20 – Rusty Pliers (puppet) - \$150
 - iv. June 27 – Mr. Steve – (fun with balloons) - \$325
 - v. July 4 – Holiday - no program
 - vi. July 11 – Sheltered Reality (drum line) - \$350
 - vii. July 18 – Aba-Kid-Abra (focusing on the upcoming August 2017 eclipse) - \$250

Keith would like to set up something with the St. Louis Astronomy Club and the Parks Department to focus on the sky at different points this summer.
 - d. Final “Food for Fines” / Holiday Book Sale numbers
 - i. \$74 total waived under ‘fines’ (this is the revised number).
 - e. Programming – Upcoming events
 - i. SIUE Program: “Building your Own Website” – Feb 23, 7pm
 - ii. President’s Day Display – courtesy of Brenda and Van Johnson
 - 1. Presidential memorabilia and buttons were arranged in a very attractive display.
 - iii. Black History Month Display
 - 1. Keith plans to set up a display of some popular books on black history or by black authors.
 - f. Partnership with SIU-E
 - i. Many classes to be offered – Photography, small business, leisure learning, test prep. www.outreachsiue.com
 - g. Mango Languages
 - i. Already offered at Glen Carbon Public Library and Edwardsville Public Library
 - ii. A program that can be streamed from our computers offers over 70 foreign language courses. www.findmango.com
 - iii. One-time purchase for \$5,250.00 vs. annual subscription rate for \$1,050.00
 - 1. Barb suggested that the Carlyle Rotary Club might be able to assist us in purchasing this program through a Rotary District Grant.
 - iv. We need to consider budgeting and pursuing this program for our library.

- v. Things to consider :
 1. Can be accessed from outside the library using your library and pin numbers.
 2. Will talk/present this idea to the schools.

h. Charter vs. Tin Cans

- i. The cost for Charter was previously prohibitive, but Charter will now offer 4 free sites in Carlyle. Being on Charter's system would be valuable to the library; however, it was reported that the Charter issue is on-again, off-again. Meanwhile, we have been working with Chad from Tin Cans who has upgraded his equipment in order to better serve us. The City of Carlyle indicated that they would compensate him for this upgrade if we decided to use Charter.
- ii. Things to think about – we need a comprehensive provider in order to ensure that our patrons and programs are covered with high speed internet and adequate bandwidth.
- iii. Charter would only provide service to the building. We would still need someone to troubleshoot/install our in-building service.
- iv. Keith is waiting on a response from Chad regarding internet service in the library, especially better Wi-Fi coverage in the Maddux Room.

VIII. Standing Committee Reports

a. Technology Committee

1. Speakers are needed in the conference room to complement the overhead projector.
 - a. *Jane made a motion to have the Technology Committee and Keith explore and purchase a speaker system to upgrade the conference room up to a cost of \$500.*
 - b. *Kim S. seconded the motion.*
 - c. *All were in favor and the motion passed.*
2. Consider rotating the computers out two at a time per year so that the towers are consistently updated and replaced.
 - a. Brenda suggested that we set aside money in our budget each year to save up for replacement of computers.
 - b. Darren is concerned that since we purchased the computers all at one time, they might all be outdated within a few years.
3. Printer/copier for the Director's office
 - a. The Board had previously approved the purchase of a less-expensive printer, but the Technology Committee acknowledged that a higher quality, faster printer might better serve the needs of the Director, i.e., to produce color flyers.
 - b. The Finance Committee has suggested leasing such a printer.
 - c. Keith has several bids available.
 - d. Barb suggested researching discounts on bundled equipment since we already contract equipment from Da-Com.

e. *Kim W. made a motion that we lease the desired printer from Da-Com at the cost of \$94.39 per month for 60 months.*

i. *Darren seconded the motion.*

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

4. Dedicated Wi-Fi router for the Maddux Room to increase coverage in that area of the library (other areas of the library are adequately covered). Keith will purchase a Wi-Fi router as this will be a minimal expense within the scope of the budget.

b. Personnel Committee

1. Staff pay raise – the Personnel Committee recommends an increase for all part-time staff by \$0.50 per hour.
2. Staffing needs – the Personnel Committee recommends hiring a new children’s/youth program coordinator at the annual rate of \$20,000 to \$24,000, whether part-time or full-time dependent on the needs of the library. (The Committee acknowledged that having 2 employees at the library at all times is a safety / security issue.)
3. In view of the Personnel Committee’s appraisal of the Library Director’s performance at his 6-month performance review, the Committee recommends a \$2,000 raise effective January 1, 2017, increasing his salary to \$50,000.
4. The recommendations of the Personnel Committee will be addressed in New Business.

c. Finance Committee Report

1. JoAnn Hollenkamp, City Administrator, would like a preliminary 2017-18 budget by March 1.
2. The library’s Finance Committee will meet on Feb. 23 at 9 AM.
3. A new staff position was discussed as recommended by the Personnel Committee – a children’s/youth program coordinator with supervisory responsibilities –and will be included in our 2017-18 budget proposal.
4. The Committee noted that the Parks Dept. recently hired new part-time staff at an hourly rate of \$10. The Committee is concerned about the disparity in the hourly pay scale. The library staff, with many more years of experience, are paid less.

IX. Other Reports

- a. City Council Liaison – No report.
- b. 50th Anniversary of Carlyle Lake Update – Brenda updated the Board on plans for this event.
- c. 50th Anniversary Banner – No action.
- d. Friends of CHPL – The Friends will make a \$500 donation towards the Summer Reading Program and pay for a popcorn popper. Friends dues are payable and the members of the Board are encouraged to participate. The Friends will host a trivia night in the

Maddux Room, Sat., Feb. 11. There is no fee to enter. It is intended to be a fun night for members of the Friends.

- e. Library Calendar
 - i. Policies and Procedures Review – to be done before the March board meeting.
 - ii. Closed Minutes Review – semi-annual review at the March meeting.
- X. Public Comment – N/A
- XI. Old Business
 - a. Building Stars – No action at this time. Keith continues the search for another cleaning company. The contract with Building Stars will not be renewed due to unsatisfactory performance.
- XII. New Business
 - a. 2017-2018 Proposed Budget was discussed (Including but not limited to):
 - i. IT services
 - ii. Copy machine for Director's Office
 - iii. New Library Cards
 - iv. Staff Raises
 - v. New Hire
 - vi. **Closed Session - Personnel**
 - 1. **Jane made a motion to go into closed session.**
 - a. **Frank seconded the motion.**
 - b. **Motion passed.**
 - 2. **Closed session was entered at 8:50 PM.**
 - vii. **Open session was resumed at 9:10 PM.**
 - viii. Further budget
 - 1. Keith has reduced the number of staff hours to approximately 950 hrs/year (instead of 1000 hrs). The average for the staff is 920-930 hours. Carolyn and Karen usually work the most hours (closest to 1000). On recommendation of the Library Director, beginning 2017-18 budget year, junior staff will be compensated at \$10/hr and the senior staff at \$10.50/hr in order to be more in line with other part-time city employees. Barb suggests Keith update staff position descriptions to more accurately describe their duties.
 - 2. 5120 – Increase to reflect Director's copy machine.
 - 3. 5490 – Delete Overdrive (discontinued.)
 - 4. 5530 – Increase advertising.
 - 5. 5540 – Increase printing (costs are up re colored brochures, etc.).
 - 6. 5570 – IT Software – Keith will research before making any change.
 - 7. 5580 – IT Hardware – Add \$700 –barcode wand, tower and monitor (moved from 8300).
 - 8. 5620, 5630 – Travel and Training Expense – Increase due to discontinued hotel benefit that was previously comp'd through Mrs. Norma Gerrish.

9. 6510 - Office Supplies – Increase re audio cases, etc.
 10. 8810 – Add \$500 for library and multi-media materials.
 11. 8820 – Add \$500 for other library materials misc.
 12. 9250 – Add \$1000 to cover SIU-E Partnership Program
 13. Without considering salary or 5570, the proposed net budget increase is \$4,850.00. The changes regarding salary figures were not available at this meeting.
- ix. *Darren made a motion that we accept the proposed budget.*
 - x. *Frank seconded the motion.*
 1. *Discussion: Consider subscribing to a year of “Mango,” the foreign language program, at an annual rate of \$1,050. If successful, consider purchase and add in next year’s budget. This could be put under 9250 Special Programs – Community Education.*
 - xi. *Darren amended his motion that we accept the 2017-18 preliminary budget proposal with the addition of \$1,050 to line item 9250 for “Mango”.*
 1. *Frank seconded the amended motion.*
 2. *All were in favor and the motion passed.*
 - xii. The Finance Committee recommended pre-paying some of the Summer Reading Program expenses out of the current budget, since some contracts must be pre-paid.
 - xiii. *Per the Personnel Committee’s recommendation, Jane made a motion that we budget an increase in the hourly pay of current junior staff to \$10.00 and \$10.50 for the senior staff at the Director’s discretion.*
 1. *Frank seconded the motion.*
 2. *All were in favor and the motion passed.*
 - xiv. *Also per the Personnel Committee’s recommendation, Michelle moved that the salary of Library Director Keith Housewright be increased by \$2,000.00, retroactive to January 1, 2017, to reflect his 6-month review, bringing his salary up to \$50,000.00.*
 1. *Kim S. seconded the motion.*
 2. *Discussion –Kim S. suggested that we raise Keith’s salary \$2,000 retroactive to Jan 1, 2017, and then propose a raise of another \$3,000 in the budget for the 2017-18 fiscal year.*
 3. *Michelle amended her motion: That we increase the salary of Keith Housewright to the rate of \$50,000 (raise of \$2,000) retroactive to Jan 1, 2017, and an increase of \$3,000 per annum for the 2017-18 fiscal year for an annual salary of \$53,000.*
 - a. *Kim S. seconded the amended motion.*
 - b. *All were in favor and the motion passed.*
 - xv. New Hire –
 1. Keith will write a position description for the proposed Children’s/Youth Services Coordinator at the recommended annual rate of \$20,000-

\$24,000 at Keith's discretion – potentially someone with teaching or similar experience.

2. *Michelle made a motion that Keith write a position description for a new hire and that we budget an annual salary of \$21,000-\$24,000 whose hours will be determined by the Director.*

- a. *Kim S. seconded the motion.*

- b. *All were in favor; motion passed.*

- b. Serving Our Public – Due to the length of the meeting, this topic was tabled to the March meeting.
- c. Shelf Extenders from Archi-cepts
 - i. Some bookshelves are too deep for a number of library materials. Roger Rolves provided a sample solution for our review (sample shelf backer).
 - ii. *Jane made a motion to approve the expenditure of \$838.22 (including labor) for 83 shelf backers per the sample presented.*
 1. *Kim S. seconded the motion.*
 2. *All were in favor and the motion passed.*
- d. Annual Legislative Day, Friday, March 3, in Edwardsville
 - i. Board members who would like to attend this event should contact Keith. The cost will be appropriated as a meeting expense.

XIII. Adjournment

- a. The meeting was adjourned at 10:10 PM.
- b. The next meeting will be Monday, March 6, 2017, 7:00 PM.

Respectfully submitted,

Michelle Scott, Secretary