

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 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 Liason, Darren Tracy, Frank Buckingham, Kim Wilkerson

**Absent:** Kenny O'Dell (excused)

**Also Present:** Christi Gerrish, Library Director

- I. Call to Order (7:03 PM), Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – January 4
  - i. Jane 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
    1. 67% of the fiscal year has elapsed and we have spent 68% of the budget. Many major expenses for the year have already been paid (ILS, system fees, audiobooks, e-books), so we are well within budget.
    2. The 3M and Serpentine Web hosting changes will be our last major expenses this year.
  - ii. Kim S. made a motion to accept the Treasurer's Report
    1. Kim W. seconded the motion
    2. All were in favor and the motion passed
  - b. FNB Statement
    - i. Jane presented the Maddux Trust statement dated Dec. 31, 2015, which shows a balance of \$51,663.13.
- V. Library and Construction Bills
  - a. Library Bills
    - i. Frank made a motion to pay the library bills
    - ii. Jane seconded the motion
    - iii. All were in favor and the motion passed
  - b. Construction Bills
    - i. There are no construction bills this month
- VI. Statistics

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 7:00 PM

- a. 3M usage has decreased, but overdrive is being used more frequently.
- b. January program attendance was down due to the weather.

VII. Library Director's Report

- a. Upcoming Programming
  - i. Christi provided a calendar of Maddux room booking from January and for February.
  - ii. Microfilm setup and training day will be Feb 17 all day
  - iii. Upcoming programs of note include
    - 1. Sept 13, 11:00 – Eagle Day Program (Corps)
    - 2. Summer Reading Program – 2pm start times
      - a. May 31 – Bobaloo
      - b. June 7 – StevenTV
      - c. June 14 - Fred and His Feathered Friends (rescued Parrots, etc)
      - d. June 21 – Yoyo Matt – (14 year old competitive Yo-yo enthusiast)
      - e. June 28 – Dulcimer program
      - f. July 6 – Sheltered Reality (drumline, choreographed drumming)
- b. Utility Report
  - i. The new building is proving much more efficient than the old building
- c. Staff Meeting
  - i. This month's meeting was mainly focused on 'not overlooking things' when checking patrons out (such as overdue books or fines)
  - ii. The pop-ups that alert the staff will soon have audio as an additional reminder
  - iii. The new e-mail method of communication is working well and allowing for more consistent communication between the library director and the staff.
- d. Scholastic Book Fair Recap
  - i. This fair was successful and over \$800 worth of books were sold
  - ii. The library received over \$350 worth of free books.
  - iii. The next Scholastic Book Fair will take place during the Clinton County Fair
- e. 3-D Printer/ Microfilm Reader Program
  - i. Christi will be holding demonstrations to show the community how these new pieces of equipment work

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 7:00 PM

- f. Legislative Breakfast – February 19
  - i. This is done yearly, and will take place in Edwardsville this year
  - ii. This starts at 7:45
  - iii. Senators and Congressmen meet to discuss libraries and their use in the community
  - iv. The cost is \$25 per person and includes a breakfast
  - v. The event begins at 7:45 and anyone interested in attending should notify Christi.
- g. Trustee Academy
  - i. The state is paying for this program (which will end at the end of October). There are lots of good informative videos on being a Trustee that our current and future Board members might appreciate.
  - ii. [http://www.ala.org/united/trustees/trustee\\_academy/rails](http://www.ala.org/united/trustees/trustee_academy/rails)
    - 1. Login: heartland
    - 2. Password: trustees2876 (correction from the one listed on 'Upcoming Programs')
- h. Billing Discrepancy
  - i. The library was undercharged for by \$20 last month (utilities). City Hall could not explain the discrepancy.
- i. Other Reports
  - i. We will consider possibly having refreshments during part of the Clinton County Fair week to draw attendees into our new library.
  - ii. Christi attended a meeting last month
    - 1. Library Risk Management Insurance was discussed, but this is not something that a library of our size needs. Christi learned a lot about insurance and libraries and will be able to use her knowledge during her duties at our library
    - 2. Christi asked questions about signature cards and learned that it is not customary for the Library Director of municipal libraries to be included on signature cards
    - 3. Christi inquired about the issue of disruptive patrons on the 'Spillme' site. The consensus is that an incident report should be filed for *any* incident, including when a patron (children included) is removed from the library or suspended from library attendance.
  - iii. Christi will be on vacation for one week in March (Wed 23 – Wed 30)

VIII. Standing Committee Reports

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 7:00 PM

a. Building and Grounds/Construction Committees

i. Microfilm Desk and Chair

1. Chair (Egyptian) \$274 + Roger Rolves' work \$495

ii. Maddux Tribute Wall and Remaining Foppe Work

1. Foppe will be re-lettering the Exit sign and applying the vinyl adhesive to the doors in the Maddux room. The Maddux wall is scheduled to be delivered and installed this Friday, Feb 5
2. We discussed the reveal of the Maddux wall.
  - a. We plan to have an unveiling at the City Council meeting on Monday Feb 8 and then include it in the Microfiche training/ demonstrations on Feb 17
3. There is money in a separate bank account that was money donated for a future construction project. At a previous Board meeting, it was suggested that it might be inappropriate to spend Ms. Maddux's trust funds on her own tribute. Discussion was had about using the previously donated money in the separate bank account for this purpose
4. Kim S. made a motion to pay for the remainder of the Foppe bill out of the First National Bank checking account that holds the money donated for construction.
  - a. Kim W. Seconded the motion
  - b. All were in favor and the motion passed.

iii. Landscaping Maintenance

1. Diversified is less expensive than TruGreen's, both companies would provide very similar services over the year.
  - a. Michelle made a motion to renew our lawn maintenance contract with Diversified, using the 'first 4' option (Early Spring crabgrass preventative with fertilizer, Late Spring spray for weed control, Summer insecticide for grub control, Early Fall fertilizer with spot spray), pending Christi's confirmation with Diversified that we can cut back on unnecessary applications (mid fall and late fall fertilizers).
  - b. Frank seconded the motion
  - c. All were in favor and the motion passed

iv. Rain Event – Follow-up

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 7:00 PM

1. There were cracks in the mortar on the capstone which allowed for water to enter the building during heavy rain. According to Dave Lammers (Poettker), this will be repaired by Vasquez (masonry contractor) when the temperature averages 50 degrees
- v. HVAC
  1. There was an issue with the VAV units (these control individual room temperatures). The unit in the staff break room was causing the issue. Also, the VAV units were found to have the wrong (incompatible) boards. TRANE will replace these next week. There will be no bill due. Christi will check on any available warranty for these new parts.
- vi. Other Construction Related Items
  1. The LED light fixtures located on the center “spine” in the main reading room run on a different current than the rest of the lights in the library, which caused an issue with a tripped breaker. This issue has been resolved.
  2. We may be able to officially ‘dissolve’ the construction committee next month. We need to consider any incomplete construction related items before we consider construction ‘complete’.
- b. Other Reports
- c. City Council Liaison – nothing to report
- d. Friends of the Library
  - i. Board members were reminded that annual dues are now payable.
  - ii. The next Friends book sale will be in April (coinciding with city wide yard sale)
  - iii. The Friends organization has offered to pay for 2 summer reading programs plus pay for the cost of the promotion materials
- IX. Public Comment - none
- X. Old Business
  - a. General Dean Video Status
    - i. Don Murdoch is working on the assorted video material and will be helping us to get a video ready for public view and/or sale.
- XI. New Business
  - a. FNB Annual Statement
    - i. Michelle made a motion to approve the FNB annual report for the Maddux Trust to be filed with the court
      1. Frank seconded the motion

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Monday, February 1, 2016 – 7:00 PM

2. All were in favor and the motion passed.
  - ii. Barb will write a letter notifying the bank of the Board's review and approval and will send a copy of the report to attorney Mauri Griffith.
  - b. Budget Committee Recommendations FY 2016-2017
    - i. Jane referred the Board to the Budget Committee Minutes of January 15
      1. Jane presented the committee's FY 2016-2017 proposed budget with the proposed salary changes, increase in the maintenance budget (copier), increase in postage allotment and separating out line item 8800 as follows: 8800 books, 8810 multimedia and 8820 miscellaneous
    - ii. Kim W. made a motion to accept the recommendations of the budget committee
      1. Michelle seconded the motion
      2. All were in favor and the motion passed
  - c. Christi will address the City's Finance Committee about changing line items 800, 8810, and 8820 and also request the disbursement from a library checking account regarding the remaining Foppe bill.
  - d. Barb announced that the Closed Minutes will be reviewed at the March Board meeting
- XII. Adjournment (8:50 PM). Next meeting Monday, March 7, 2015 at 7:00 PM.

Respectfully submitted,

Michelle Scott, Secretary

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Feb 29, 2016

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

**Board Members Present:** Kim Stamps – Vice President, Jane Bullock, Treasurer, Michelle Scott – Secretary, Brenda Johnson – City Liason, Darren Tracy, Frank Buckingham, Kenny O'Dell, Kim Wilkerson

**Absent:** Barb Guebert (excused)

**Also Present:** Christi Gerrish, Library Director

- I. Call to Order (6:03 PM), Roll Call and Introduction of Guests
- II. Meeting Minutes
  - a. Frank made a motion to go into closed session to discuss Personnel issues
    - i. Jane seconded the motion
    - ii. All were in favor and the motion passed
    - iii. Closed session was entered at 6:04 PM
  - b. The meeting returned to open-session at 6:27
- III. Adjournment 6:30 PM

Respectfully submitted,

Michelle Scott, Secretary





**CITY OF CARLYLE**  
 DETAIL REVENUES/EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 9 MONTHS ENDING JANUARY 31, 2016

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<u>TAXES</u>					
20-3110 PROPERTY TAX	1,020.20	28,198.58	28,430.00	231.42	99.2
20-3150 MOBILE HOME TAX	69.87	69.87	80.00	10.13	87.3
20-3160 PAYMENT IN LIEU OF TAXES	5,743.85	5,743.85	5,500.00	( 243.85)	104.4
TOTAL TAXES	6,833.92	34,012.30	34,010.00	( 2.30)	100.0
<u>INTERGOVERNMENTAL REVENUE</u>					
20-3440 GRANTS	.00	4,101.25	8,000.00	3,898.75	51.3
TOTAL INTERGOVERNMENTAL REVE	.00	4,101.25	8,000.00	3,898.75	51.3
<u>FINES &amp; FORFEITURES</u>					
20-3530 PENALTIES-LIBRARY FEES	1,265.90	10,510.56	10,000.00	( 510.56)	105.1
TOTAL FINES & FORFEITURES	1,265.90	10,510.56	10,000.00	( 510.56)	105.1
<u>MISCELLANEOUS REVENUE</u>					
20-3810 INTEREST INCOME	.68	13.59	25.00	11.41	54.4
20-3831 DONATIONS	.00	849.35	2,000.00	1,150.65	42.5
20-3832 DONATIONS-SUMMER READING	.00	1,670.00	1,000.00	( 670.00)	167.0
20-3870 MADDUX ROOM RENTAL	50.00	125.00	500.00	375.00	25.0
20-3890 MISCELLANEOUS - GIFTS	.00	.00	4,000.00	4,000.00	.0
TOTAL MISCELLANEOUS REVENUE	50.68	2,657.94	7,525.00	4,867.06	35.3
<u>OTHER FINANCING SOURCES</u>					
20-3990 TRANSFER FROM OTHER FUNDS	.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL OTHER FINANCING SOURCES	.00	85,000.00	122,000.00	37,000.00	69.7
TOTAL FUND REVENUE	8,150.50	136,282.05	181,535.00	45,252.95	75.1

**CITY OF CARLYLE**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 9 MONTHS ENDING JANUARY 31, 2016**

**FUND 20 - LIBRARY FUND**

	PERIOD PERIOD ACTUAL	YTD ACTUAL	BUDGET BUDGET	UNEXPENDED	% OF PCNT
<b>LIBRARY</b>					
20-56-4210 SALARIES-REGULAR	5,919.78	63,506.92	85,000.00	21,493.08	74.7
20-56-4510 HEALTH & DENTAL INSURANCE	509.93	4,535.55	6,000.00	1,464.45	75.6
20-56-5110 MAINTENANCE SERVICES-BUILDING	450.00	6,676.23	7,900.00	1,223.77	84.5
20-56-5120 MAINTENANCE SERVICES-EQUIPMEN	241.69	2,398.28	2,550.00	151.72	94.1
20-56-5330 LEGAL SERVICES	.00	.00	1,000.00	1,000.00	.0
20-56-5490 OTHER PROFESSIONAL SERVICES	.00	4,510.14	6,600.00	2,089.86	68.3
20-56-5510 POSTAGE	.00	191.20	200.00	8.80	95.6
20-56-5520 TELEPHONE	100.12	1,034.07	1,500.00	465.93	68.9
20-56-5530 PUBLISHING	.00	55.75	500.00	444.25	11.2
20-56-5570 IT SOFTWARE	.00	168.00	200.00	32.00	84.0
20-56-5580 IT SOFTWARE	.00	.00	800.00	800.00	.0
20-56-5620 TRAVEL EXPENSE	.00	477.12	300.00	177.12	159.0
20-56-5630 TRAINING	.00	230.00	500.00	270.00	46.0
20-56-5710 UTILITIES	1,027.98	9,486.91	16,000.00	6,513.09	59.3
20-56-5940 RISK MANAGEMENT-GEN INS.	.00	7,557.66	7,890.30	332.64	95.8
20-56-6110 MAINTENANCE SUPPLIES-BUILDING	.00	55.42	200.00	144.58	27.7
20-56-6120 MAINTENANCE SUPPLIES-EQUIPMEN	.00	.00	100.00	100.00	.0
20-56-6510 OFFICE SUPPLIES	43.32	1,075.15	2,000.00	924.85	53.8
20-56-6540 JANITORIAL SUPPLIES	.00	214.68	400.00	185.32	53.7
20-56-6580 PERIODICALS	159.75	1,639.19	2,000.00	360.81	82.0
20-56-8300 EQUIPMENT-CAPITAL OUTLAY	.00	225.37	1,000.00	774.63	22.5
20-56-8800 LIBRARY-BOOKS-MATERIALS	1,539.96	17,967.32	20,000.00	2,032.68	89.8
20-56-9250 SPECIAL PROGRAMS	9.00	1,317.03	4,000.00	2,682.97	32.9
20-56-9290 MISCELLANEOUS EXPENSE	.00	74.40	100.00	25.60	74.4
20-56-9950 GENERAL & ADMINISTRATIVE	598.50	5,386.50	7,182.00	1,795.50	75.0
<b>TOTAL LIBRARY</b>	<b>10,600.03</b>	<b>128,782.89</b>	<b>173,922.30</b>	<b>45,139.41</b>	<b>74.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>10,600.03</b>	<b>128,782.89</b>	<b>173,922.30</b>	<b>45,139.41</b>	<b>74.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 2,449.53)</b>	<b>7,499.16</b>	<b>7,612.70</b>	<b>113.54</b>	<b>98.5</b>

# Case Halstead P.L. – Income and Expenditures

February 2016

- A. Nonresident Fees - \$644.00
- B. Fines - \$91.15
- C. Copier & Printer - \$406.00
- D. Fax Machine - \$140.25
- E. Donations - \$12.80
- F. Disc Repair - \$
- G. Coffee - \$12.60
- H. Maddux Room - \$25.00

Total \$1331.80

Total at CH \$1335.55

## 1. Expenditures

5110 Maintenance-Services of Building	<u>5110 \$550.00</u>
Building Stars - \$450.00	
Terminix - \$100.00	
5120 Maintenance-Equipment	<u>5120 \$155.29</u>
Da-Com Lease - \$155.29	
5330 Legal Fees	<u>5330 \$</u>
5490 Other Professional Services	<u>5490 \$99.00</u>
Amazon Prime Membership - \$99.00	
5510 Postage	<u>5510 \$</u>
5520 Telephone	<u>5520 \$113.32</u>
AT&T - \$88.32	
Cell Phone Reimbursement - \$25.00	
5530 Publishing	<u>5530 \$</u>
5540 Printing	<u>5540 \$</u>
5570 IT Software	<u>5570 \$</u>
5620 Travel Expense	<u>5620 \$</u>
5630 Training	<u>5630 \$75.00</u>
ILA Legislative Breakfast - \$75.00	
5710 Utilities	<u>5710 \$1162.85</u>
City of Carlyle Electric - \$783.19	
City of Carlyle Water & Sewer - \$89.40	
Ameren - \$290.26	
Constellation - \$190.12	
6110 Maintenance Supplies – Building	<u>6110 \$101.33</u>
Home Depot - \$101.33	
6120 Maintenance Supplies-Equipment	<u>6120 \$</u>
6510 Office Supplies	<u>6510 \$68.49</u>

Walmart - \$68.48	
6540 Janitorial Supplies	<u>6540 \$</u>
6580 Periodicals & Newspapers	<u>6580 \$372.03</u>
Us Weekly - \$79.95	
USA Today - \$292.08	
8300 Equipment	<u>8300 \$</u>
8700 Furniture	<u>8700 \$</u>
8800 Books & Other Materials	<u>8800 \$3489.59</u>
Amazon - \$566.79	
Baker & Taylor - \$600.91	
Center Point - \$645.30	
Gale - \$256.71	
Golden Horse Ltd. - \$13.92	
Ingram - \$445.96	
TEI Landmark Audio Books Lease - \$960.00	
9250 Special Programs	<u>9250 \$19.48</u>
Walmart - \$19.48	
9290 Miscellaneous	<u>9290 \$</u>
Total	<u>Total \$6236.40</u>

Late Bills from January

5120 – Da-Com Maintenance - \$64.96  
8800 – TEI Landmark Audio - \$86.25

# Library Project Bills

February 2016

Maddux Trust:

8900 Other Improvements

Amazon - \$463.95

Archicepts - \$495.00

Egyptian Furniture - \$211.20

Foppe - \$4125.00

RMC Imaging - \$8700.00

Grand Total - \$13995.15

---

Library Director

Date

---

Library Board Treasurer

Date

---

Mayor Mike Burton

Date



# Circulation Statistics---Monthly

2016 February

2016 January

2015 February

ADULT---2020

ADULT---2004

ADULT---1728

CHILDREN---606

CHILDREN---527

CHILDREN---506

YOUNG ADULT---39

YOUNG ADULT---45

YOUNG ADULT---63

RENEWALS---527

RENEWALS---505

RENEWALS ---608

MANUAL CHECKOUTS---11

MANUAL CHECKOUTS---26

MANUAL CHECKOUTS---20

3M Cloud---29

3M Cloud---13

3M Cloud---67

Overdrive---247

Overdrive---211

Overdrive---168

TOTAL=3479

TOTAL=3331

TOTAL=3160

ROUTE INS=542

ROUTE INS=553

ROUTE INS=521

ROUTE OUTS=643

ROUTE OUTS=639

ROUTE OUTS=306

COMPUTER USE=578

COMPUTER USE=590

COMPUTER USE=549

PATRON COUNT=3145

PATRON COUNT=2946

PATRON COUNT=3147

Movie Night - 22

Movie Night - 18

Anime Club (2 times) - 26

Eagle Program - 161

Story Time (2 times) - 28

Open House - 36

Knitting Class - 10

Ben Behrens - 8

Eagle Day - 220

# February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 7:00 Library Board	2 7:00 Park Board	3 10:00 Storytime Maddux Rm 6:30-7:00 Rose Dinner Girl Scout 6:00-2:00 Registration	4	5 7:00 Family Movie Couscous	6 Jan Kauling Tutor Sm. Conf. Rm.
7	8 5:00 Policy & Procedure Meeting 7:00 City Council	9 Girl Scouts Lapm Jennifer Alexander 401-5344	10 Ash Wednesday	11 5:30-6:30 DEFS Robin (618) 977-4627 Sm. Conf. Room	12 9-11 Deafstons Sm. Conf.	13 9:00 AM Tutor Jan Kauling Sm. Conf. Rm. Eagle Day Program 10:12 Show 9-1 Program 10:00 Friends
14 Valentine's Day	15 Closed Presidents' Day (US)	16 9:00 Kaskaskia College Tour Knitting club 6:30-8:00 Add. Rm Ben Behrens Book Session w/RA	17 10:00 Storytime 2-6 Open House for 3D Printing Microfilm & Maddux Hall 6:30 Girl Scouts	18 5:30-6:30 DEFS Robin (618) 977-4627 6:30 Alzheimer's Group Conf. 8:00 Staff Meeting	19 12-4 Foppe	20 9:00 AM Tutor Jan Kauling Sm. Conf. Rm. 1:00 Steve Upchurch
21	22 7:00 City Council Washington's Birthday (US)	23 Girl Scouts Maddux Rm Lapm Jennifer Alexander (401-5344) 6:30-8:00 Conf. Rm Ben Behrens Book Session w/RA	24	25 5:30-6:30 DEFS Robin (618) 977-4627 Sm. Conf. Room <b>Maddux Rm Records 2:15pm</b>	26 12:30 Personnel Committee	27 9:00 AM Tutor Jan Kauling Sm. Conf. Rm.
28	29 Library Board 6:00 Personnel 6:30					

# March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 PARK Board meeting 7:00 6:30-8:00 Conf. Rm Ben Behrens Book Session w/RA	2 10:00 Storytime 4:30 Girl Scouts Megan Lyke 312-2963 Sm. Conf. Room	3 Robin 5:30-6:30 DEFS Sm. Conf. Room 977-4627 7:00 Zoning Meeting	4 7:00 Family Movie Good Dino Day	5 Jan Kauling 9am Tutor Sm. Conf. Rm.
	7 7:00 Library Board	8 6:00 Girl Scouts-Addux 6:30-8:00 Conf. Rm Ben Behrens Book Session w/RA	9	10 Robin 5:30-6:30 DEFS Sm. Conf. Room 977-4627	11	12 Jan Kauling 9am Tutor Sm. Conf. Rm. 10:00 Friends
3 Night Saving Time ends	14 7:00 City Council Eastern Orthodox Lent Begins	15 Knitting club 6:30 Cari Schaeffer Author	16 10:00 Storytime	17 9-4 Seminar Steve (Conf.) Heiligenstein 977-4627 444-4736 Robin DEFS 5:30-6:30 Sm. Conf. Room 6:30 Alzheimer's Group 8:00 Staff Meeting St. Patrick's Day	18 9-4 Seminar Steve (Conf.) Heiligenstein 444-4736	19 Gail from UofI Ext in Braque Use of Maddux Rm @ 9am Master Naturalist 526-4651
0	21	22	23	24 Robin DEFS 5:30-6:30 Sm. Conf. Room 977-4627	25 Good Friday	26 Jan Kauling 9am Tutor Sm. Conf. Room
7	28 7:00 City Council Eastern Orthodox Lent	29	30 Pd Community Link 1st Step Program 94 526-2830 Dad's	31		





## April

Wednesdays, April 6 & 20, 10:00 – Story Time

Friday, April 1, 7:00 – First Friday Night Movie, *The Peanuts Movie*. Popcorn donated by Wiegman Ford and soda, this is a free event.

Saturday, April 9, 10:00 - Friends of the Library meeting

Tuesday, April 12, 6:30 - Becky Kueker, author of *Hiding in My Pajamas* will be talking about writing her book and retirement does and don'ts

Wednesday, April 13 (Tentative), 7:00 – Bob Hammel will talk about the revitalization of the Clinton County Historical Society

Friday-Saturday, April 15– 16 - Friends of the Library Book Sale

Saturday, April 16—7:00 Friends of the library Trivia Night at Bretz Wildlife Lodge and Winery. \$100 table of 8, email casehalstead@gmail.com to reserve a table.

Saturday, April 30, 10:00-12:00 – Wish Barb Thurman a happy retirement at an open house for her. Refreshments will be served.

## May

Wednesdays, May 4 & 18, 10:00 – Story Time

Friday, May 6, 7:00 – First Friday Night Movie, *Norm of the North*. Popcorn donated by Wiegman Ford and soda, this is a free event.

Saturday, May 14, 10:00 - Friends of the Library meeting

Monday, May 16 - Sign up for Summer Reading begins

Tuesday, May 31, 2:00 – Kick off Summer Reading with BABALOO in concert.

## Carpet Quotes

Building Stars – Priced by package – Mileage would be extra from St. Louis

Regular Cleaning - \$475.00

Premier Carpet Cleaning – Priced rooms individually so that they could be done all at once or at different times

Dry Cleaning Carpet - \$485.00

Steam Cleaning Carpet - \$590.00

Clean Grout in Entryway and Bathrooms - \$325.00

Chem-Dry – Priced by package

Carbonation Cleaning - \$550.00

Four Seasons Carpet Cleaning - Priced rooms individually so that they could be done all at once or at different times

Dry Cleaning Carpet - \$622.02

Midwest Carpet Cleaners – Coming Tuesday – Use rotary cleaner



Meeting Minutes  
Case-Halstead Library Board of Trustees  
Personnel Committee  
Feb 26, 2016

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

**Board Members Present:** Personnel Committee members Jane Bullock and Michelle Scott, Library Director Christi Gerrish, and Brenda Johnson.

**Absent:** Kim Stamps – excused

- I. Jane called the meeting to order at 12:30pm
- II. Agenda Item – Staffing
  - a. Suzi Mitchell was chosen to replace Barb (retiring at the end of April). It was initially planned that she would start closer to Barb's final day of work, however, Christi thinks that it would be best if Suzi start earlier, so that training can begin and there will be a more seamless integration. Suzi's start date is the first week of March.
  - b. Once Barb retires, each staff member will be working 1000 hours. This was not allowed for in our budget, but Christi thinks that along with other changes coming in staffing (director position, and starting hourly pay for Suzi instead of Barb's current payscale)
  - c. Suzi will likely work mainly in the mornings, and once trained, may be working alone for short periods on some mornings since Tonya and Staci can only work evenings.
  - d. Michelle made a motion to hire Suzi Mitchell effective immediately for no more than 1000 hours, as previously approved by the board, but starting 2 months earlier than previously recommended.
    - i. Jane seconded the motion so that all committee members present were in agreement.
- III. Additional discussion
  - a. It was discussed that there are currently no protocols in place for the announcement of the resignation of any staff member, including the library director. We think that it would be a good idea for the policies and procedures committee to come up with a general protocol for this type of issue, so that any confusion about protocol during such a process in the future is minimized.
- IV. Michelle made a motion to close the meeting at 1:12pm
  - a. Jane seconded the motion and the meeting was adjourned.

Meeting Minutes  
Case-Halstead Library Board of Trustees  
Personnel Committee Meeting  
February 29, 2016

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

**Board (Personnel Committee) Members Present:** Kim Stamps, Jane Bullock, Michelle Scott,

**Also Present:** Christi Gerrish - Library Director, and Brenda Johnson

- I. Call to Order at 6:35
- II. Meeting Minutes
  - a. Closed Session
    - i. Michelle made a motion to enter closed session (6:38 PM)
      1. Jane seconded the motion
      2. All were in favor and the motion passed
- III. The meeting returned to open session at 7:40 – nothing to vote on.
- IV. Adjournment. 7:40

Respectfully submitted,

Michelle Scott, Secretary

Personnel Committee Meeting

Case-Halstead Public Library

December 9, 2015

Present – Kim Stamps, Jane Bullock, Michelle Scott

Also Present – Brenda Johnson and Christi Gerrish (Library Director)

Meeting called to order at 6pm

1. Jane made a motion to move to closed session
  - a. Michelle seconded the motion
2. Closed session was entered at 6:10pm
3. The meeting returned to open session at 8:00
4. Jane made a motion to recommend that the library staff have raises \$0.10 per hour and Christi with a raise of \$1000.00 per year pending board approval
  - a. Michelle seconded the motion
  - b. All were in favor and the motion passed.
5. The meeting was adjourned at 8:07

Personnel Meeting 2015 11 November

Case-Halstead Public Library

Personnel Committee

Present – Jane Bullock, Michelle Scott, Kim Stamps

Also Present – Christi Gerrish (Director)

Jane motion to executive session, Michelle second, all in favor 7:19

The meeting returned to open session at 9:35 and there were no motions.

- Michelle Scott, Secretary