

Meeting Minutes
Case-Halstead Public Library Board of Trustees
August 01, 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 Liaison, Darren Tracy, Frank Buckingham, Kenny O’Dell

Absent: Barb Guebert (excused), Kim Wilkerson (excused)

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at 7p.m.
- II. Pledge
- III. Installation of Board Members
 - a. Kim Stamps was administered the Oath of Office for Vice-President of the Board from Secretary Michelle Scott
 - b. Jane Bullock was administered the Oath of Office for Treasurer of the Board from Secretary Michelle Scott
 - c. Michelle Scott was administered the Oath of Office for Secretary of the Board from Vice President Kim Stamps
- IV. Meeting Minutes – July 5, 2016
 - a. Jane made a motion to accept the meeting minutes
 - i. Kenny seconded the motion
 - ii. All were in favor and the motion passed
- V. Treasurer’s Report and FNB Statement
 - a. Treasurer’s report
 - i. The treasurer’s report was unavailable (no City budget passed). There is not enough information to reconcile the figures from April, May and June.
 - ii. This information should be available at the September meeting.
 - iii. There was no motion
 - b. FNB Statement
 - i. The Trust is basically closed. We will be paying lawyer fees and closing fees once the courts have finished the closing process.
- VI. Library Bills
 - a. TycoSimplex Grinnell – this company tests the sprinkler and fire systems in our building
 - b. Prost Heating/Cooling – Keith has submitted this charge to the company for review, as the system has required more than the expected number of repairs
 - c. Michelle made a motion to pay the library bills
 - i. Kenny seconded the motion

- ii. All were in favor and the motion passed
- VII. Statistics
 - a. We have stopped using Overdrive. Some community members were upset because 3M Cloud doesn't allow use of a Kindle Paperwhite. Staff informed these individuals of the reasons why we are no longer using Overdrive and provided alternate options for rental of digital books (using tablets, phones, etc.)
- VIII. Library Director's Report
 - a. Utility Report
 - i. The bill this July was high, but we attribute that to the unusually high temperatures this season. The cost per square foot only increased by \$0.01 from last year.
 - b. Concrete Work in front of library
 - i. This will take place this week from Tuesday through Thursday! Keith will be posting signs to direct patrons to use the West entrance.
 - c. Progress of roll-out shelves
 - i. These are in the library. Colleen from Aviston Lumber called and let us know that Roger Rolves will install them for \$125, which Keith thought would be a good value. These will be installed later this week.
 - ii. There was some confusion over the shelves because Roger was questioning why he hadn't been contacted directly, since Aviston Lumber contracted the project out to Roger Rolves, with whom we already have a good relationship.
 - iii. In the future, we should have Aviston Lumber inform us when they will be contracting these types of projects out, so that we have the option to contact Roger directly and streamline the process.
 - d. Programming – Upcoming Events
 - i. Story Time – Every Wednesday at 10 a.m.
 - ii. August Book Club – “The Girl on the Train” – Paula Hawkins
 - 1. Party Aug 24 at 7 p.m. (4th Wednesday)
 - iii. August movie – Disney's “Zootopia”, Friday, August 5 at 6:15 p.m.
 - iv. Saturday, August 13 – Library 2nd Anniversary and Art Show from 9-2 p.m.
 - v. Tuesday, August 16 – Author Ed Traylor, “The Crossing” at 7pm – will be talking about his career in the IL State Police and about his new book. Book signing to follow.
 - vi. Tuesday, September 6, **the Library Board will meet in the staff room.** The City Park Board has booked the conference room for their meeting. There will also be a program going on starting at 7.
 - e. Art Show
 - i. There will be a preview August 12, 2016, 6-8 p.m. by invitation only (donors, trustees, Summer Reading Program sponsors
 - 1. Meet the artists, library donors, friends, trustees, and the new director. RSVP by August 5 (call the library)
 - f. Report of Scholastic Book Fair

- i. We earned \$624.17 and spent half of that on materials for the library.
 - g. Trane Repairs – see previous (bill submitted back)
 - h. 3M Cloud Library (currently our sole source for digital books)
 - i. Book Club (July)
 - i. The July book was “Light Between Oceans”. 19 patrons signed up for the July Book Club. 16 patrons attended the July Book Club party on July 27th at 7p.m.
 - 1. The members had a lot of fun discussing the book and Keith expects good attendance for future parties.
 - j. Marvel comic night, September 23. Keith suggests that we set up a projector and screen and show the movie outside in the parking lot. Brenda and Kim S. recommended to check with the Parks Department because they have a screen which we might be able to use.
 - k. Harry Potter movie night – will take place in November (lots of interest)
- IX. Standing Committee Reports
 - a. Building and Grounds Committee
 - i. Concrete – see previous
 - ii. Care of Lawn – Andy from the Parks Department has been sending staff over to care for our lawn (mowing, not edging). Keith has expressed appreciation for this service and that he would be willing to share Park information on the library electronic board.
 - iii. Cabinet Drawers – see previous
 - iv. Kitchen Drain trap odor – resolved with occasional use of the sink/ flushing of the drain
 - b. Technology Committee
 - i. Keith mentioned that we should try to split the bandwidth and have a certain amount designated for official library use.
 - c. Other Reports - none
 - d. City Council Liaison
 - i. Brenda mentioned that conversation in the meeting room can be sometimes heard outside of the door even when closed. We need to be aware of this during closed session.
 - ii. Brenda suggests that Board members use the Share and Comment features on the library Facebook page so that our page can become more visible on people’s newsfeeds and grow our followers base.
- X. Public Comment - none
- XI. Old Business
 - a. Update on Maddux Trust
 - i. Mon, August 8, 9:30 a.m. is our Court hearing. Barb and Kim S. will attend.
 - ii. St. Joseph’s Hospital officially rescinded their interest in the Trust
 - iii. The Methodist Church has officially rescinded their interest in the Trust
 - iv. The wording needs to be changed slightly on the closing documents to account for no other parties having interest in the Trust and to indicate that the Library

Board have discretionary control over the remaining funds. No revisions have been sent to Kim S. yet but she anticipates no problems.

- b. General Dean Video Status
 - i. The video and covers will be completed this week. Darren needs to make a few small changes on the covers and finish labelling the discs.
- XII. New Business
 - a. Committee Assignments
 - i. Budget – Jane, Barb, Brenda
 - ii. Building and Grounds – Frank, Brenda, Kim W.
 - iii. Long Range Planning – Kim S., Kenny, Kim W.
 - iv. Personnel – Jane, Kim W., Michelle
 - v. Policies and Procedures – Barb, Kim S., Darren
 - vi. Technology – Frank, Kenny, Darren
 - vii. Development – Kim S., Jane, Frank (*new committee that will address fundraising, donors, and disbursement of funds raised by the Friends, etc.)
 - viii. Board members are asked to appoint a chairperson for their committees.
 - b. Review of Non-resident fees
 - i. We are required to review non-resident fees once annually. Keith will check to make sure that our current non-resident fees (\$56 annually) are appropriate based on the recommended formula.
 - c. Serving Our public – Chapter 6 - Access
- XIII. Adjournment
 - a. The meeting was adjourned at 8:15 p.m.
 - b. The next meeting will be Tuesday, September 6, 2016, 7:00 p.m. , due to the Labor Day holiday. (IN THE STAFF ROOM)

Respectfully submitted,

Michelle Scott - Secretary