

Meeting Minutes
Case-Halstead Public Library Board of Trustees
Tuesday, September 6, 2016, 7:00 p.m.

Meeting Location: Staff Workroom, 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, Frank Buckingham, Kim Wilkerson

Absent: Kenny O'Dell (excused), Darren Tracy (excused)

Also Present: Keith Housewright, Library Director

- I. Call to Order, Roll Call and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – August 1, 2016
 - a. Kim S. made a motion to accept the meeting minutes.
 - i. Kim W. seconded the motion.
 - ii. All were in favor and the motion passed.
- IV. Treasurer's Report and FNB Statement
 - a. Treasurer's report
 - i. 20-3530, Penalties and library fees – YTD actual is \$3721.63 – which consists of non-resident fees, late fees and lost item fees.
 - ii. We are currently under budget with total expenditures being 14.5% after 25% of the fiscal year has elapsed.
 - iii. Frank made a motion to accept the Treasurer's report.
 1. Michelle seconded the motion.
 2. All were in favor and the motion passed.
 - b. FNB Statement – There was no activity in the Maddux Trust account.
- V. Library Bills
 - a. We may need to adjust some of our budget to account for anticipated travel expenses and training. Christi used to save money on lodging, etc, through her mother's profession as a conference planner.
 - b. We have paid back several other libraries for materials lost by patrons. These patrons are restricted from removing materials from the library until they have paid their fines and reimbursed the library. Keith attributes these lost materials to people who may have moved (notices sent have been returned—no forwarding address).
 - c. Frank made a motion to approve the library bills.
 - i. Jane seconded the motion.
 - ii. All were in favor and the motion passed.

- d. Other bills
 - i. Binsbacher & Griffithe Statement
 - 1. This bill will be paid out of the Trust.
 - a. Jane made a motion that this bill be paid from the Trust.
 - b. Frank seconded the motion.
 - c. All were in favor and the motion passed.
- VI. Statistics
- a. Statistics are on par for this time of year. Patrons have acclimated to 3M usage.
- VII. Library Director's Report
- a. Flora Ethel Maddux's Birthday – September 2nd
 - i. This was posted on Facebook – thanks Keith and Brenda.
 - b. Utility Report
 - i. Utilities remain reasonable despite a very hot past few months. Our library is proving very efficient.
 - c. Concrete Work in Front of Library
 - i. Sandblasting was performed and the slippery concrete issue seems to be resolved.
 - 1. Barb thanked Poettker Construction for their timely and expedient work on this matter.
 - d. Progress of roll-out shelves
 - i. We had initially planned to stain the shelves ourselves to save money, but the shelves came with a finish already applied. Painting the shelves was suggested, but does not seem to be a good long-term solution as paint wears off.
 - ii. Barb will be looking for matching stain and volunteers can help with the staining, sanding process.
 - e. Programming – Upcoming events (including Holidays) – need for volunteers, food and equipment
 - i. Keith is looking into renting a movie screen for the Comic Con event and having it outside. We need to coordinate with the City (street/ parking lot closure, redirection and lighting). At previous events, we directed people to park at the Baptist church (we would need to coordinate with them). We need to consider closing 6th street between Fairfax and Franklin Streets for a specified time to enhance safety.
 - ii. The event starts at 5:00. If we close the streets at 4:00 (with barricades provided by the City), this should allow for the after-school traffic to subside. We should anticipate the event lasting until about 10:30. Brenda will handle the request that the City close 6th Street from 4:00 to midnight.
 - iii. Budget for this event will be around \$_____.
 - 1. Excel Bottling Co. and Jeff Taylor of Carlyle IGA may be able to donate beverages.

- iv. We need to obtain sponsors and fliers prepared. Keith plans to work on these this week. Frank indicated he knows someone who might serve as a sponsor.
- v. Michelle will check with the Health Department on what is required to provide hotdogs, etc., at these types of events.

vi. Upcoming Events:

1. Sept 2 – *“The Angry Birds Movie”*
2. Sept 6 – Actress Rena Stephens and Composer Kevin Renick – discuss *“Defiled”*
3. Sept 10 – Friends of CHPL
4. Sept 13 – Clinton Co. Health Dept. – Disaster Preparedness
5. Sept 23 – *Marvel vs. DC Carlyle Mini Comic Con*
6. Sept 27 – *Tourism in Clinton County and Carlyle*
7. Sept 28 – *Book Club Meets*
8. Oct 4 – *Fencers of the Corn* – Fencing exhibit
9. Oct 11 – *Backyard Wildlife*
10. Nov 1 – *Square Dancing with the Hoedowners* – learn to square dance
11. Nov 11 – *Harry Potter’s World*

vii. *Phil Lenzini will be discussing library issues* – This is an ILA-Heartland event!!

Oct 21, 9:00 a.m.-2:00 p.m.

1. *This could be a good source of publicity for our library!*

- f. Book Club – will meet Sept 28 – *“All the Light We Cannot See”*
- g. Per Capita Grant – The application is due *January 15, 2017*, instead of October 2016, but the application is not yet available online.
- h. “Get a Library Card” Month
 - i. Print off the fliers on the ALA site!
- i. Library “Seal” – The cost of a 1.5 inch diameter seal is \$67.10 (versus \$80.40 for a 2 inch seal). The smaller seal should be sufficient. The seal will read:
“Case-Halstead Public Library, Carlyle, IL, Est. 1938” and include the library logo.
- j. Spring-load rods
 - i. We requested that the public donate any surplus rods to use on the shelves for paperback books and CD’s, but none have been donated at this point. Keith does not feel this is a priority item at this time.
- k. Non-resident fee structure – see previous Minutes (Aug 2016). The current fee is \$56.
- l. VFW 80th Birthday – Keith provided the Carlyle VFW an enlarged a copy a 1936 article in the Union Banner newspaper describing the establishment of the VFW in town.

VIII. Standing Committee Reports

- a. Budget/ Finance Committee
 - i. See New Business
- b. Building and Grounds Committee
 - i. List of fixture repairs needed
 1. The soap dispenser pumps in the women’s restroom become blocked with soap residue; check building maintenance manuals.
 - ii. Highway/ Street Library location signage
 1. The current sign on Rt. 127 was originally obtained several years ago after much discussion and communication with IDOT. Signs cannot

direct traffic from one highway to another. Barb questioned why we can't or don't have another sign on the South end of town (or in each direction). This is an item for follow-up.

2. We need to look into erecting more directional signs.

c. Technology Committee

i. Report on Internet Provider and cost of high-speed internet through Charter

1. Tabled until the October meeting

IX. Other Reports

a. Friends of the Library – Book Sale – September 16, 17

b. City Council Liaison

i. Brenda has discovered what seems to be a discrepancy in the city budget regarding the library. This has to do with Fund 90, which was not in our working budget. This account consists of CDs and a savings account, all of which constituted private donations from previous attempts to construct a new library, as well as other private donations. These are the CDs that we had previously discussed consolidating for investment elsewhere. The three accounts were established in 1993, 2001 and 2005. These donations might have included proceeds from Amazon sales. (Note: Barb Guebert later recollected that the Amazon funds were turned over to the Friends organization.)

ii. FY 2012 seems to be the first year where Fund 90 was presented as a line item. Very little has been added to that (amounts of \$50 or less).

iii. Currently, there is an amount of \$19,000 from that account that the City has recently listed as part of our budget (as a cushion for our operating expenses?). This is not the appropriate method to account for this money, as many of these funds were private donations that are restricted and segregated for specific purposes by the patrons who so graciously donated.

iv. Brenda will address the City Finance Committee for us.

1. We could potentially establish grants (for continuing education), and use the money for special projects.

2. We do not feel that the City should be transferring Library money without consulting the Library Director or the Board.

3. We need to address this matter quickly and with discretion.

4. Our budget this year has increased, but this money was not from the City; this is from Fund 90 which totalled \$19,000, and cannot be used for the regular day-to-day operations of the Library. If the City does not fund our budget without dipping into Fund 90 monies, the library could left with a very limited actual budget. Other City entities were granted 'real' budget increases this year.

5. Barb suggested that we meet with the City Finance Committee to discuss this matter. The City Finance Committee meets prior to every City Council Meeting. Brenda and Jane will attend the next City Finance Committee meeting on Monday, Sept. 12, at 6:30 p.m. to alert the

members of the City Finance Committee on the matter. If the City is unable to reconcile this, then the Board will discuss whether further discussion or action needs to be taken.

X. Public Comment

a. Barb

- i. Darren's mother's obituary mentioned that donations could be made to the Library. We need to account for any donations and write thank you notes as well as consider adding her name to our wall of donors. Her proper name is Mildred N. Tracy (July 15, 1923 – August 21, 2016).
- ii. Jane and Brenda ran the movie night this week and did a great job. Thanks for stepping up!
- iii. Kenny will be attending Seminary at Southern Baptist Theological Seminary in Louisville, KY, to pursue a Masters of Divinity and has resigned from the Library Board. Kenny can now be reached at kodell655@students.sbts.edu
- iv. We discussed several potential candidates to take Kenny's Board seat: Nicole Weh, Jamie Wolford, and volunteer Amanda Branson, who is frequently at the library, Laura Rahm, Cody or Zack Huels, or Logan or Jacob Speiser. The Board favors recommending a younger person for the position in order to maintain a diverse age range on the Board.

XI. Old Business

- a. General Dean Video Status – half of the videos have been labeled and put in cases. Due to a labeling glitch (poor alignment), the others remain unfinished.

XII. New Business

a. Closed session – Litigation

- i. Michelle made a motion to enter closed session
 1. Jane seconded the motion
 2. All were in favor and the motion passed
- ii. Closed session was entered at 9:36
- iii. Open session resumed at 10:09

b. Resolutions to Establish Bank Account in Compliance With Court Order

- i. Kim S. made a motion to establish a segregated bank account with National Bank of Hillsboro at Carlyle as a depository for the funds awarded by the Court to the Case-Halstead Public Library Board of Trustees.
 1. Kim W. seconded the motion.
 2. All were in favor and the motion passed.
 3. Barb and Michelle signed and dated the Resolution as president and secretary respectively.
 4. This Resolution will be delivered to the law firm of Binsbacher & Griffiths, the Board's attorneys in this case.
 5. A copy of this Resolution is attached to these Minutes.

- ii. Kim S. made a motion to approve a Resolution to Establish a Bank

Account.

1. Kim W. seconded the motion.
2. All were in favor and the motion passed.
3. Barb and Michelle signed and dated the Resolution as Board president and secretary respectively.
4. A copy of this Resolution is attached to these Minutes.

iii. Kim S. made a motion that the President and Treasurer of the Board be the signators on the new account at National Bank.

1. Kim W. seconded the motion.
2. All were in favor and the motion passed.
3. Barb Guebert, current president, and Jane Bullock, current treasurer, will go to National Bank this week, present this Resolution to the bank, and open the account.

c. By-Laws Amendment

i. A first reading of proposed amendments to the CHPL Bylaws was presented to reflect changes in light of these Resolutions: “budget committee” to “finance committee” ; establishing an “audit committee” to audit the new bank account for the segregated remainder Maddux Trust funds and other private donations; and a new Article for establishing this bank account.

ii. Following discussion and suggestions for edits, Vice President Kim Stamps volunteered to prepare the corrected By-Laws amendments for a second reading, which will take place at the October meeting.

d. Serving Our Public – due to the length of the meeting, this item was tabled.

XIII. Adjournment

- a. The long meeting adjourned at 10:15 p.m.
- b. The next regularly scheduled meeting will be Monday, October 3, 2016, 7:00 p.m.

Respectfully submitted,

Michelle Scott, Secretary