

**AGENDA**  
**Case-Halstead Public Library Board of Trustees**  
**550 Sixth Street, Carlyle, IL**  
**Library Conference Room**  
**Monday, December 4, 2017 – 7:00 pm**

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge of Allegiance
- III. Meeting Minutes— November 6, 2017
- IV. Treasurer’s Report, FNB Statement
- V. Library Director’s Report
  - Library Bills
  - Utility Report
  - Library Statistics
  - Report on November-Dec. 3 Events
  - YS Report
  - Remaining December Schedule:
    - “Case-Halstead 12 Days of Christmas” (see Handout)
    - Scholastic Book Fair Dec. 11-Jan 2.
    - Food for Fines/Holiday Food Drive Dec. 11-Jan 2.
  - Holiday Hours:
    - Close early 3pm Dec. 15 Staff Party
    - Closed Dec. 23-25
    - Closed Dec. 30-Jan 1
- VI. Standing Committee Reports/Other Reports
  - a. City Council Liaison—Time Capsule Library object
  - b. Friends of CHPL

-Next meeting Sat. Dec. 9 at 10am

- c. Public Comment
- VII. Old Business
- VIII. New Business
  - a. Personnel Committee—Closed Session (if needed)
- IX. Continuing Education
  - “The Role of the Library Board of Trustees” (see handout)
- X. Adjournment. Next meeting—Tuesday, Jan. 3, 2017 at 7:00 p.m.