

Meeting Minutes
Case-Halstead Public Library Board of Trustees
October 02, 2017

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

Board Members Present: Frank Buckingham – President, Darren Tracy – Vice President, Jane Bullock – Treasurer, Michelle Scott – Secretary, Barb Guebert, Whitney Luebbers, Chris Cox

Absent: Zach Huels (excused), Brenda Johnson – City Liaison (excused)

Also Present: Keith Housewright, Library Director and Chelsey Hanke, Youth Services Assistant

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order 7:00
- II. Pledge of Allegiance
- III. Meeting Minutes – September 5, 2017
 - a. *Darren made a motion to accept the meeting minutes*
 - i. *Michelle seconded the motion*
 - ii. *All were in favor and the motion passed*
- IV. Treasurer’s Report and FNB Statement
 - a. Treasurer’s report
 1. We are on budget thus far this year (having spent 31% of the budget while 34% of the year has elapsed)
 - ii. *Chris made a motion to accept the Treasurer’s report*
 1. *Darren seconded the motion*
 2. *All were in favor and the motion passed*
 - b. FNB Statement
 - c. National Bank Account – there is \$25,306.90 in this account. This is the remainder of the Maddux trust and added interest. Jane mentioned that we could put this money into a CD (11 or 42) months to increase our interest earned from 0.2% to 1.14% or 1.83% (respectively). Jane suggested that we consider putting \$10,000 into an 11 month CD and \$10,00 into a 42 month CD which would earn us \$311 per year instead of around \$50 that we earn currently. Alternately, we could put \$20,000 into a 42 month CD, or smaller amounts into each fund depending on minimums. There is some risk because there is a penalty for early withdrawal from these funds, but unless we withdraw within the first few months, there should be no money lost
 - d. There was conversation about how we can use our remaining funds to further the mission of the library. The money in the first national bank account amounts to \$18,290.96. This money is accessible through city approval and can be used to support the library if needed. The money in the National Bank account (Maddux Trust) is to be used for anything construction related or for furniture or repairs at the library. We’ve

been monitoring the current operating costs of our new library and should begin to look towards the future as possible.

- e. Chris recommended that we considered looking into using interest on the Maddux account for other investments that could be of use to the library. However, there are some restrictions on the use of this type of money.
 - f. There was additional conversation on how to use donated money (such as when patrons pay more than they owe in fees).
 - g. *Barb made a motion that we move forward and approve the recommendations of Jane as library treasurer to invest money from the Maddux trust fund (National Bank account) into CDs, \$10,000 into two separate accounts (11 and 42 months, respectively).*
 - i. *Darren seconded the motion*
 - ii. *All were in favor and the motion carried.*
- V. Library Director's Report
- a. Library Bills – the bills were reviewed by the board
 - i. *Chris made a motion to approve the library bills as reported by the library director*
 - 1. *Jane seconded the motion*
 - 2. *All were in favor and the motion carried.*
 - ii. Barb suggested that all city departments could save money if there was a general store for supplies such as toilet paper, paper, etc.
 - b. Statistics Report
 - c. Utility report
 - d. Report on September Events
 - e. Programming – Upcoming Events
 - i. Friday, Oct 6 – Family Movie Night “A Dog’s Purpose” – 6:30pm
 - ii. Friday, Oct 13 – Star Wars Con 5-10pm
 - iii. Friday, Oct 17 – “Better Photos and Videos With Your Smartphone” – 7pm
 - iv. Tuesday, Oct 24 – Southern Illinois Small Business Marketing Group – 7pm
 - v. Wednesday, Oct 25 – Carlyle Book Club at Case-Halstead – “The Hamilton Affair” – 7pm
 - vi. Thursday, October 26 – Metro East Public Library Director Meeting at 1pm
 - vii. Tuesday, October 31 – Halloween programming throughout the day, crafts, costumes, movies, candy
 - viii. Friday, November 3 – Beauty and the Beast event with Traditions Studios and the Clinton County fair queen, Sara Loepker – 6pm
 - f. MEPL meeting
 - g. Report on Chelsey Hanke, new Youth Services Assistant
 - h. ILA Oct 10-12, Tinley Park, Illinois
 - i. Volunteers needed for Star Wars event – Friday, Oct 13
 - j. OMA/ FOIA update
- VI. Standing Committee Reports/ Other Reports
- a. City Council Liaison – no report

- b. Friends of CHPL
 - i. Book sale report
 - ii. Next meeting Saturday, October 14 – 10am
- c. Library Calendar – see building and maintenance levy under old business (below)
- d. Public Comment - none
- VII. Old Business
 - a. Building and maintenance levy – Keith provided some documents that help to clarify our options, should we choose to pursue a levy.
 - b. Financial controls, Fred Becker CPA meeting with Jane and Keith
 - c. Library Cards/ IHLS requirements
 - d. National Bank Account Signature Cards
 - e. Lite Brite/ Fireplace Prep
 - f. Winterize Sprinkler System
 - g. Updated Library Board/ Staff List
- VIII. New Business
 - a. Induction/ swearing in of Board Secretary, Dr. Michelle Scott
 - i. Frank swore in Michelle as secretary of the board for 2017-2018
 - b. Semi-annual review of closed minutes
 - i. *Michelle made a motion to keep the minutes closed*
 - 1. *Jane seconded the motion*
 - 2. *All were in favor and the motion carried*
- IX. Closed Session – Personnel (if needed) – no closed session was needed.
- X. Barb suggested that we get a new flag for our outdoor flagpole.
- XI. Adjournment – Next meeting – Monday, November 6, 2017 at 7pm
 - a. The meeting was adjourned at 9:10pm

Respectfully Submitted,

Michelle Scott, Secretary