

Meeting Minutes
Case-Halstead Public Library Board of Trustees
01 Sept 2018

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, Brenda Johnson (city liaison), Whitney Luebbers, Tara Woods, Chris Cox

Absent:

Also Present: Keith Housewright (Library Director), Cheryl Brinkmann

- I. Call to Order, Roll Call and Introduction of Guests
 - a. The meeting was called to order at PM
- II. Pledge of Allegiance
- III. Meeting Minutes – Meeting minutes from August
 - i. Amended to remove Darren from ‘present’ list as he was absent.
 - b. Darren made a motion to accept the meeting minutes**
 - i. Jane 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 have spent **36%** of the year’s budget, and **34%** of the fiscal year has elapsed
 - a. A few maintenance issues (HVAC, fire-alarm reset, fire sprinklers), as well as the extended children’s program contribute to the increase in expenditures early this fiscal year
 - ii. Bank Statements
 1. FNB Statement and National Bank Account
 2. The only changes to two accounts were interest that was added to the FNB statement
 - b. Library Bills
 - i. Note the annual in-house movie license fee for Swank Motions Pictures - \$628.00
 - ii. **Brenda made a motion to accept the Treasurer’s report and to pay any outstanding bills**
 1. **Chris seconded the motion**
 2. **All were in favor and the motion passed.**
- V. Library Director’s Report
 - a. Utility Report – as expected

- b. Library Statistics
 - i. Our patron count continues to be strong
- c. Report on September Events
 - i. Electric Vehicle Show – 13 cars, approximately 75 attendees
 - ii. Library Workshop Crochet Class – 6 attendees
 - iii. Library Workshop Sign Language Class – 14 attendees
 - iv. Carlyle Book Club – 14 attendees
 - v. Kids events – 174 attendees (see YS report)
- d. YS Report –
 - i. Kindness Rocks activity was a huge hit with patrons of all ages
 - ii. Family Board Night attracted 12 patrons
 - iii. Working on developing uses for the 3D printer
- e. September Library Schedule
 - i. Oct 2 at 9:15 – Story Time
 - ii. Oct 2 at 4pm – “Sock Monsters”
 - iii. Oct 3 – 4pm – DIY Skeleton Program
 - iv. Oct 4 – 6pm – Abraham Lincoln Bicentennial Event
 - v. Oct 5 - from 12-5pm – Annual CHPL Art Show, hosted by Friends of CHPL
 - vi. Oct 5 - from 12-5pm – “Create Your Own Masterpiece” Kids event
 - vii. Oct 6 – from 9-2pm – Annual CHPL Art Show continues
 - viii. Oct 6 – from 9-2 pm - “Create Your Own Masterpiece” Kids event
 - ix. Oct 12 at 6pm – Family Movie Night – TBD
 - x. Oct 15 at 4pm – “My Doll and Me Halloween Party”
 - xi. Oct 16 at 9:15am – Story Time
 - xii. Oct 16 at 4pm – “Pumpkin Decorating for Teens”
 - xiii. Oct 17 at 4pm – YA Book Club
 - xiv. Oct 17 at 6pm – Family Fort Night
 - xv. Oct 19 at 4pm - Lego Club
 - xvi. Oct 22 at 5pm – Pumpkin Decorating
 - xvii. Oct 23 at 9:15am – Story Time
 - xviii. Oct 23 at 5pm – Movie – “Halloweentown”
 - xix. Oct 23 at 6pm – Library Workshops – “Halloween Cupcake Decorating”
 - xx. Oct 24 at 5pm – YA Board Meeting
 - xxi. Oct 24 at 6pm – Halloween Make-up How to
 - xxii. Oct 25 at 6pm – Library Halloween Scavenger Hunt
 - xxiii. Oct 26 at 6pm – Scary Movie Night – PG 13 movie – TBD
 - xxiv. Oct 29 at 4pm – Library Mystery Halloween Escape Room
 - xxv. Oct 30 at 9:15am Halloween Story Time
 - xxvi. Oct 30 at 5pm – Special Halloween Movie – “Hocus Pocus”
 - xxvii. Oct 31 9am-5pm - Carlyle Business Trick or Treat (Library closes 5pm)
- VI. Standing Committee Reports/ Other Reports
 - a. City Council Liaison

- i. Upcoming fishing tournament
 - ii. Commemorative Brick wall from 50th anniversary is almost complete
 - 1. Dedication Oct 20 at 1pm
 - b. Friends of CHPL
 - i. Book sale was very successful and brought in \$985.00
 - ii. CHPL Art Show – Oct 5 and 6
 - iii. Next meeting Sat Oct 13 at 10am
 - c. Public Comment – Cheryl expressed appreciation for the events that the library has been putting on
- VII. Old Business
 - a. Hiring/training of Bailey Hilmes
 - i. Doing well, getting exposure to each shift and staff member
 - b. Installation of EV Charger/signage – City Employees helped us to install a sturdy, permanent fixture. Frank successfully tried the charger out before today's meeting.
 - c. Maddux room upgrades
 - i. The portable projector and fixed projector were swapped out to allow for higher quality viewing in the Maddux room. The projector picture is now clearer and fits the screen
 - ii. New 'pew' chairs to increase comfort. The Friends may help with this purchase – 50 chairs and dolly's – to be used for longer or special events
 - iii. We have traded the parks department our old green chairs (from the old building) for a router which we can use just for the Maddux room
 - 1. This should help with certain programs such as Comic Con
 - d. Keith and Chelsey to ILA in Peoria Oct 8-11
 - e. "Law Day with Phil Lenzini" – Illinois Heartland Event at 9am Oct 26
- VIII. New Business
 - a. Potential Library Board Members to Fill Vacancy
 - i. Cheryl Brinkmann – local schoolteacher, also coordinates bookmobile for the local school district in the summer, works as an adjunct professor for Greenville College
 - b. Personnel Committee – no session needed
- IX. Adjournment
 - i. **Darren made a motion to adjourn the meeting**
 - 1. **Chris seconded the motion**
 - 2. **All were in favor and the motion passed.**
 - b. The meeting was adjourned at 7:58
 - c. Next meeting – Monday, November 5, 2018 at 7pm

Respectfully Submitted,

Michelle Scott, Secretary