

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, January 5, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Programming
  - Staff Meeting
  - Performers Showcase
- VIII. Standing Committee Reports
  - Budget Committee will meet on February 16
- IX. Other Reports
  - Construction Reports
    - Construction Update
    - Closets-Organization
    - Tackable Wall
    - Fence
    - Display Cases and other items for purchase
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - By-Laws Change: Library Board Succession-2<sup>nd</sup> Reading
  - By-Laws Change: Standing Committees-2<sup>nd</sup> Reading
- XII. New Business
  - Equipment Lending Policy
- XIII. Adjournment. Next meeting Monday, February 2, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, February 2, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Appointment of Secretary
- IV. Swearing in of New Member
- V. Meeting Minutes
- VI. Treasurer's Report and FNB Statement
- VII. Library and Construction Bills
- VIII. Statistics
- IX. Library Director's Report
  - Programming
  - Staff Meeting
  - Maddux Room Reservations
  - Performers Showcase
  - Per Capita Grant
- X. Standing Committee Reports
  - Committee Reassignments
  - Building and Grounds Committee
  - Equipment
  - Budget Committee will meet on February 16
- XI. Other Reports
  - Construction Reports
    - Construction Update
    - Closets-Organization – Pam Holly
    - Tackable Wall
    - Fence
    - Display Cases and other items for purchase
  - City Council Liaison
  - Friends of the Library
- XII. Public Comment
- XIII. Old Business
  - Review 2015 Library Calendar
  - Oak Tree - Galls
- XIV. New Business
  - Street Lamps and Sign
  - Maddux Trust Audit Review
  - Committee Assignments
  - Staff Evaluations (Closed)
- XV. Adjournment. Next meeting Monday, February 2, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, March 2, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Programming
  - Staff Meeting
  - Front Door Ice
  - National Library Week
  - Display Cases
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - HVAC
    - Concrete
    - History Wall
    - Vacuum Cleaner
  - Budget Committee
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Oak Tree Galls
  - Dale Rogers Program
- XII. New Business
  - Closet System
  - Plocher Contract Closeout
  - Lawn Care
  - General Dean Video
  - Budget 2015-2016
- XIII. Adjournment. Next meeting Monday, April 6, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, April 6, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Summer Programming
  - Staff Meeting
  - Display Cases
  - National Library Week
  - Money Smart Week
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - HVAC
    - Concrete
    - History Wall
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Dale Rogers Program
  - Lawn Care
  - Closet System
  - Plocher Contract Closeout
  - General Dean Video
  - Stage
- XII. New Business
  - Snow and Ice removal for 2015-2016
  - Case Mirror
  - Copier
  - By-Laws (2<sup>nd</sup> Reading)
- XIII. Adjournment. Next meeting Monday, May 4 , 2015, 7:00 p.m.

AGENDA  
Case-Halstead Library Board of Trustees  
Monday, May 4, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Billing Questions
  - Die Cut Machine and Other Orders for Building
  - Summer Programming
  - Staff Meeting
  - Annual Report
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - HVAC
    - Mats
    - Maintenance Schedule
  - Personnel Committee
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Dale Rogers Program – May 29<sup>th</sup>
  - General Dean Video
- XII. New Business
  - Wi-Fi Routers
  - FNB Trust Audit
  - Litigation (Closed)
- XIII. Adjournment. Next meeting Monday, June 1, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, June 1, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Utility Report
  - Summer Programming
  - Staff Meeting
  - Annual Report
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
  - Report and Recommendations
  - Personnel Committee
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Case Mirror
  - General Dean Video
  - Wi-Fi Routers
- XII. New Business
  - HVAC Maintenance
  - Nomination Committee
- XIII. Adjournment. Next meeting Monday, July 6, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, July 6, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes
- IV. Treasurer's Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director's Report
  - Library Cards and Nonresidents
  - Summer Programming Wrap-Up
  - Utility Report
  - Staff Meeting
  - Annual Report
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Final Walkthrough and Punch List
    - Open Items
  - Personnel Committee/Policy and Procedures Committee
    - Personnel (Closed)
    - Personnel Policy
    - Library Board/Director Responsibilities Policy
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Serving Our Public Chapter 7
  - Case Mirror
  - General Dean Video
  - Fence and Capstones Recap
  - HVAC Maintenance Agreement
  - Oak Tree Follow-up
- XII. New Business
  - Report of Nomination Committee
  - Election of Officers
  - Grand Opening Anniversary
  - Vending Machine
- XIII. Adjournment. Next meeting Monday, August 3, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, August 3, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Swearing in of Trustees
- IV. Meeting Minutes
- V. Treasurer's Report and FNB Statement
- VI. Library and Construction Bills
- VII. Statistics
- VIII. Library Director's Report
  - Upcoming Programming
  - Utility Report
  - Staff Meeting
  - Ask Your Librarian Program
  - Complaint Form
- IX. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Final Walkthrough and Punch List
    - Open Items
    - Building Issues
  - Personnel Committee/Policy and Procedures Committee
- X. Other Reports
  - City Council Liaison
  - Friends of the Library
- XI. Public Comment
- XII. Old Business
  - Review 2015 Library Calendar
  - Case Mirror
  - General Dean Video
  - Grand Opening Anniversary
- XIII. New Business
  - Biennial Review of Material Selection and Facility Use
  - OMA/FOIA
  - Network Maintenance
  - Report of Nomination Committee
  - Election of Officers
  - Personnel (Closed Session)
  - Review Closed Minutes (Closed Session)
- XIV. Adjournment. Next meeting Tuesday, September 8, 2015, 7:00 p.m.



AGENDA  
Case-Halstead Public Library Board of Trustees  
Tuesday, September 8, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Installation of Trustee, Kim Wilkerson
- IV. Installation of Officers
- V. Meeting Minutes – August 3, August 6
- VI. Treasurer’s Report and FNB Statement
- VII. Library and Construction Bills
- VIII. Statistics
- IX. Library Director’s Report
  - Upcoming Programming
  - Utility Report
  - ILA Conference
  - Staff Meeting
  - Ask Your Librarian Program
  - 3-D Printer
  - Other Reports
  - Contact List
- X. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Maddux Tribute Wall
    - Concrete
    - Wood Baseboard Replacement
    - Other Construction Related Items
  - Personnel Committee/Policy and Procedures Committee
- XI. Other Reports
  - City Council Liaison
  - Friends of the Library
- XII. Public Comment
- XIII. Old Business
  - Review 2015 Library Calendar
  - Serving Our Public
  - General Dean Video Status
  - Grand Opening Anniversary Review
- XIV. New Business
  - Committee Appointments
  - Christmas Program
  - Library Lighting – Illumination Award by the Illuminating Engineering Society
  - Litigation (Closed)
- XV. Adjournment. Next meeting Monday, October 5, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, October 5, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes – August 6, August 18, September 8, September 14
- IV. Treasurer’s Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director’s Report
  - Upcoming Programming
  - Utility Report
  - ILA Conference
  - Staff Meeting
  - Staff Training Day
  - Ask Your Librarian Program
  - 3-D Printer
  - Other Reports
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Maddux Tribute Wall
    - Concrete
    - Diversified
    - Tack Wall
    - Other Construction Related Items
  - Personnel Committee/Policy and Procedures Committee
- IX. Other Reports
  - City Council Liaison
  - Friends of the Library
- X. Public Comment
- XI. Old Business
  - Review 2015 Library Calendar
  - Serving Our Public
  - General Dean Video Status
  - Library Lighting – Illumination Award by the Illuminating Engineering Society – Review
  - Christmas Program
- XII. New Business
  - Personal Library Cards
  - Jantzen Sculpture and Policy
- XIII. Adjournment. Next meeting Monday, November 2, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, November 2, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –September 14, November 2
- IV. Treasurer’s Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director’s Report
  - Upcoming Programming
  - Utility Report
  - ILA Conference
  - Staff Meeting
  - Staff Training Day
  - Ask Your Librarian Program, November 17<sup>th</sup>
  - 3-D Printer
  - Microfilm
  - Display Case
  - Tack Wall Recommendations
  - Other Reports
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Maddux Tribute Wall
    - Concrete
    - Diversified
    - History Wall Lighting
    - Other Construction Related Items
  - Personnel Committee
  - Other Reports
  - City Council Liaison
  - Friends of the Library
    - Book Sale
    - Cleaning
- IX. Public Comment
- X. Old Business
  - Review 2015 Library Calendar
  - Serving Our Public
  - General Dean Video Status
  - Christmas Program
  - Jantzen Sculpture
- XI. New Business
  - Review 2015 Library Calendar
  - Serving Our Public
- XII. Adjournment. Next meeting Monday, December 7, 2015, 7:00 p.m.

AGENDA  
Case-Halstead Public Library Board of Trustees  
Monday, December 7, 2015 – 7:00 pm  
Conference Room  
550 6<sup>th</sup> Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –November 2
- IV. Treasurer’s Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director’s Report
  - Upcoming Programming
  - Utility Report
  - Staff Meeting
  - 3-D Printer Policy
  - Microfilm Reader
  - Tack Wall
  - Banking
  - Other Reports
- VIII. Standing Committee Reports
  - Building and Grounds / Construction Committees
    - Maddux Tribute Wall
    - Concrete
    - Diversified
    - Other Construction Related Items
  - Personnel Committee
  - Other Reports
  - City Council Liaison
  - Friends of the Library
- IX. Public Comment
- X. Old Business
  - General Dean Video Status
  - Christmas Program
  - Jantzen Sculpture
- XI. New Business
  - Review 2015 Library Calendar
  - Serving Our Public
  - Board Potluck Date
- XII. Adjournment. Next meeting Monday, January 4, 2015, 7:00 p.m.