

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, January 4, 2016 – 7:00 pm
Conference Room
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –December 7
- 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
 - Book Fair
 - Tack Wall
 - Report of Microfilm Reader Demonstration – Brenda, Darren, Kim S.
 - 3-D Printer / Microfilm Reader Program
 - Microfilm Computer
 - Other Reports
- VIII. Standing Committee Reports
 - Building and Grounds / Construction Committees
 - Microfilm Desk
 - Maddux Tribute Wall
 - Diversified
 - Rain Event
 - Other Construction Related Items
 - Other Reports
 - City Council Liaison
 - Friends of the Library
- IX. Public Comment
- X. Old Business
 - General Dean Video Status
- XI. New Business
 - Microfilm Monitor
 - Board Meeting Schedule
 - Budget Committee Meeting Date – January 14, 1:30
 - Personnel Committee Recommendations (Closed)
 - Vote on Closed Session Items
- XII. Adjournment. Next meeting Monday, February 1, 2016, 7:00 p.m.

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, February 1, 2016 – 7:00 pm
Conference Room
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –January 4
- 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
 - Scholastic Book Fair Recap
 - 3-D Printer / Microfilm Reader Program
 - Legislative Breakfast – February 19
 - Trustee Academy
 - Billing Discrepancy
 - Other Reports
- VIII. Standing Committee Reports
 - Building and Grounds / Construction Committees
 - Microfilm Desk and Chair
 - Maddux Tribute Wall and Remaining Foppe Work
 - Landscaping Maintenance
 - Rain Event – Follow-up
 - HVAC
 - Other Construction Related Items
 - Other Reports
 - City Council Liaison
 - Friends of the Library
 - Dues are Due and Upcoming Events
- IX. Public Comment
- X. Old Business
 - General Dean Video Status
- XI. New Business
 - FNB Annual Statement
 - Budget Committee Recommendations - FY 2016-2017
 - Review Closed Minutes in March
- XII. Adjournment. Next meeting Monday, March 1, 2016, 7:00 p.m.

AGENDA
Case-Halstead Library Board of Trustees – Special Meeting
Monday, February 29, 2016 –6:00 pm
Case-Halstead Public Library
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge of Allegiance
- III. New Business
 - Resignation of Library Director
 - Begin Search for New Director
 - Closed Session - Personnel
- IV. Public Comment
- V. Adjournment

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, March 7, 2016 – 7:00 pm
Conference Room
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –February 1, February 29
- 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 / Microfilm Reader Program Recap
 - Legislative Breakfast Follow-Up
 - Staff Member Retirement
 - False Alarm
 - First Aid Training for Staff
 - Other Reports
- VIII. Standing Committee Reports
 - Building and Grounds / Construction Committees
 - Remaining Foppe Work
 - Landscaping Maintenance
 - Rain Event – Follow-up
 - HVAC – Done
 - Light Fixture
 - Carpet Cleaning Concrete
 - Other Construction Related Items
 - Other Reports
 - City Council Liaison
 - Friends of the Library
 - Upcoming Events
- IX. Public Comment
- X. Old Business
 - General Dean Video Status
 - Maddux Wall - Payment
- XI. New Business
 - Medical Emergency Policy
 - Policy Manual
 - Statement of Economic Interest
 - Search Committee Appointments
 - Search Budget
 - Position Posting
 - Pre-Approval of Bills
 - Litigation – Closed
 - Review Closed Minutes – Closed
- XII. Adjournment. Next meeting Monday, April 4, 2016, 7:00 p.m.

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, April 4, 2016 – 7:00 pm
Conference Room
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –March 7
- 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
 - Staff Member Retirement
 - First Aid Training for Staff
 - National Library Week: April 10-16 – Librarian’s Calendar
 - FNB Donations
 - Story Time and Other Program Volunteers
 - National Library Workers Day: April 12
 - Other Reports
- VIII. Standing Committee Reports
 - Building and Grounds / Construction Committees
 - Remaining Foppe Work
 - Diversified – Tree Replacement
 - Rain Event – Completed
 - Ceiling Tiles
 - Pam Holly Proposal
 - Carpet Cleaning
 - Tack Wall Display System
 - Light Fixture - Completed
 - Concrete
 - Other Construction Related Items
 - Technology Committee
 - Upgrade Computer RAM
 - Personnel Committee
 - Christi Open House and Reception
 - Other Reports
 - Ken O’Dell Graduation – May 12
 - City Council Liaison
 - Friends of the Library
 - April Events
- IX. Public Comment
- X. Old Business

- General Dean Video Status
- XI. New Business
 - Medical Emergency Policy
 - Policy Manual
 - Per Capita Grant
 - WCXO Radio Show
 - Carlyle Lake 50th Anniversary
 - Serving Our Public Chapter 3 - Personnel
 - Personnel/Search Committee Report - Closed
- XII. Adjournment. Next meeting Monday, May 2, 2016, 7:00 p.m.

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, May 2, 2016 – 7:00 pm
Conference Room
550 6th Street

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes –April 4, 2016
- IV. Treasurer’s Report and FNB Statement
- V. Library and Construction Bills
- VI. Statistics
- VII. Library Director’s Report
 - Programming, Story Time
 - Utility Report
 - Staff Meeting
 - First Aid Training for Staff
 - IPLAR Annual Report –due in June
- VIII. Standing Committee Reports
 - Building and Grounds / Construction Committees
 - Technology Committee
 - Personnel Committee
 - Other Reports
 - Ken O’Dell Graduation – May 12
 - WXCO, Union Banner
 - City Council Liaison
 - Friends of the Library
- IX. Public Comment
- X. Old Business
 - General Dean Video Status
 - Correspondence-Thank You Notes
- XI. New Business
 - Fiscal Year Begins
 - Serving Our Public Chapter 3 – Personnel
 - Memorial Day Holiday-Monday, May 30
 - Annual Audit-Meeting Minutes
 - Program Advertising and Promotion
 - Personnel/Search Committee Report – Closed
 - Litigation-
Closed
- XII. Adjournment. Next meeting Monday, June 6, 2016, 7:00 p.m.

AGENDA

Special Meeting
Case-Halstead Library Board of Trustees
Monday, May 9, 2016 – 6:15 PM

Case-Halstead Public Library Conference Room
550 Sixth Street
Carlyle, IL

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. New Business
Library Personnel (Closed)
- IV. Public Comment
- V. Adjournment

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, June 6, 2016 – 7:00 PM
550 Sixth Street, Carlyle, IL
Library Conference Room

- I. Call to Order, Roll call, and Introductions
- II. Pledge
- III. Meeting Minutes – May 2, 2016
- IV. Treasurer's Report and FNB Statement
- V. Library Bills
- VI. Statistics
- VII. Operating Reports
 - Programming – Summer Reading Program
 - Prince / David Bowie Films / Promotion
 - Utility Report
 - Staff Meeting
 - First Aid Training
 - IPLAR Annual Report – due in June
 - Annual Report to the City (See By-Laws Article II. Section 6-Report of Trustees)
- VIII. Standing Committee & Other Reports
 - Technology Committee
 - Building & Grounds –
 - Foppe, Concrete, Lawn Sprinkler System, Cabinet Drawers,
 - Bright Stars Cleaning Contract, Kitchen Drain Trap Odor
 - Personnel – Library Director Vacation Policy, Cell Phone, Email, Business Cards
 - Budget Committee
 - Audit Committee
 - City Council Liaison
 - Friends of the Library
 - Other Reports – Foppe, Concrete
- IX. Public Comment
- X. Old Business
 - General Dean Video – Labels / Covers
 - Update - Carlyle Lake 50th Anniversary

XI. New Business

Recommendation of Budget Committee

Board Re-appointments 2016-2019: Jane Bullock, Michelle Scott,
Kenny O'Dell

Nominating Committee (By-Laws, Article IV. Section 2-Nominating
Committee (not appointed; 3 members of the board must
volunteer to serve)

Serving Our Public

Flag Day – June 14 (new flag donated by Barb Guebert)

July 4 Holiday

Program Advertising & Promotion

Personnel – Closed

Litigation – Closed

XII. Adjournment. Next regular meeting of the Board is **Tuesday**, July 5, 2016, at
7:00 PM.

AGENDA
Case-Halstead Public Library Board of Trustees
Tuesday, July 5, 2016 – 7:00 pm
550 6th Street, Carlyle, IL
Library Conference Room

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Installation of Board Members
- IV. Meeting Minutes—June 6, 2016
- V. Treasurer’s Report and FNB Statement
- VI. Library Bills
- VII. Statistics
- VIII. Library Director’s Report
 - Status of City Budget Process
 - Per Capita Check and Funding
 - Utility Report
 - Programming—Summer Reading Program/Movies
 - Scholastic Book Fair July 18
 - Trane Repairs
 - Completed IPLAR
 - Staff Meeting
- IX. Standing Committee Reports
 - Building and Grounds Committee
 - Concrete, Care of Lawn, Cabinet Drawers, Bright Stars Cleaning Contract,
 - Kitchen Drain Trap Odor
 - Technology Committee
 - Other Reports
 - City Council Liaison
 - Personnel Committee--Closed

X. Public Comment

XI. Old Business

General Dean Video Status

Carlyle Lake 50th Anniversary Participation

Flag update

XII. New Business

Nominating Committee

Election of Officers

Serving Our Public

Personnel/Search Committee Report – Closed

XIII. Adjournment. Next meeting Monday, August 1, 2016, 7:00 p.m.

AGENDA

Special Meeting of the Case-Halstead Library Board of Trustees

Thursday, July 14, 2016 – 7:00 pm

Case-Halstead Public Library

550 6th Street—Carlyle, Illinois

- I. Call to order
- II. New Business
 - a. Litigation--Closed
- III. Adjournment

AGENDA

Special Meeting of the
Case-Halstead Library Board of Trustees
Thursday, August 18, 2016 – 7:00 pm
Case-Halstead Public Library
550 Sixth Street—Carlyle, Illinois

- I. Call to order
- II. New Business
 - a. Special Bank Account
- III. Adjournment

AGENDA
Case-Halstead Public Library Board of Trustees
Tuesday, September 6, 2016 – 7:00 pm
550 6th Street, Carlyle, IL
Staff Workroom

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Installation of Board President and Oath of Office Administered
- IV. Meeting Minutes—August 1, 2016
- V. Treasurer’s Report and FNB Statement
- VI. Library Bills
- VII. Statistics
- VIII. Library Director’s Report
 - a. Flora Ethel Maddux’s Birthday – Sept. 2
 - b. Utility Report
 - c. Concrete Work in Front of Library
 - d. Progress of roll-out shelves
 - e. Programming—Upcoming events including Holidays—need for volunteers, food, and equipment
 - f. Book Club
 - g. Per Capita Grant (application due Oct. 15)
 - h. “Get a Library Card” Month
 - i. Library “Seal”
 - j. Spring-load rods
 - k. Non-resident fee structure
- IX. Standing Committee Reports
 - a. Budget / Finance Committee
 - b. Building and Grounds Committee
 - List of Fixture Repairs needed

Highway / Street Library Location Signage

c. Technology Committee

Report on Internet Provider and Cost of High-Speed Internet through Charter

Other Reports

a. Friends of the Library - Book Sale September 16 and 17

b. City Council Liaison

X. Public Comment

XI. Old Business

a. Gen. Dean Video Status

b. Roll-out shelves

XII. New Business

a. Closed Session - Litigation

b. Resolutions to Establish Bank Account

c. Proposed amendment to CHPL Bylaws

d. Serving our Public Topic

XIII. Adjournment. Next meeting Monday, October 3, 2016, 7:00 p.m.

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, October 3, 2016 – 7:00 pm
550 Sixth Street, Carlyle, IL
Library Conference Room

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes—September 6, 2016
- IV. Treasurer’s Report and FNB Statement
- V. Library Bills
- VI. Statistics
- VII. Library Director’s Report
 - a. Report on Comic-Con Event
 - b. Movie License Outdoor vs. Indoor
 - c. Utility Report
 - d. Phil Lenzini and Board Registration
 - e. Charter Internet Service—City phone service
 - f. Programming—Upcoming Events
 - October 4, “Fencers of the Corn”, 7pm
 - October 11, “Backyard Wildlife with Bob Hammel”, 7pm
 - October 14, Family Movie “Cinderella (2015)”, 6:15pm
 - October 26, Book Club “Northanger Abbey”, 7pm
 - November 1, “Square dancing with the Hoedowners”, 7pm
 - November 12, “Harry Potter’s World” 12-4pm
 - November 17, “Family Reading Night”
 - December 7, Book Club “A Man Called Ove”, 7pm
 - g. Business Trick or Treat
 - h. Veteran’s Day Display/MIA Flag
 - i. Library “Seal”—2 inch version
 - j. Max 96.7 update

k. 5th Grade library “class”—Treasure Hunt using library sources

l. September Library Card Month report

VIII. Standing Committee Reports

a. Budget / Finance Committee—Budget Item—Donations/New Bank account

b. Building and Grounds Committee—Stained Carpet Maddux Rm.

c. Technology Committee

d. Personnel Committee—Upcoming Reviews

Other Reports

a. City Council Liaison

b. Friends of the Library

IX. Public Comment

X. Old Business

a. Gen. Dean Video status

b. Roll-out shelves

c. Maddux Trust Report

XI. New Business

a. Board Vacancy

b. 2nd Reading of Proposed amendment to CHPL Bylaws

c. Serving our Public Topic—Chapter 12, Safety

XII. Adjournment. Next meeting Monday, November 7, 7:00 p.m.

AGENDA
Case-Halstead Public Library Board of Trustees
Monday, November 7, 2016 – 7:00 pm
550 Sixth Street, Carlyle, IL
Library Conference Room

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes—October 3, 2016
- IV. Treasurer’s Report and FNB Statement
 - a. Checks for National Bank account
 - b. Reimburse for opening account
- V. Library Bills
 - a. Case-Western order form
 - b. Binsbacher & Griffith bill and form—Project bill
- VI. Statistics
- VII. Library Director’s Report
 - a. Utility report
 - b. Report on October Events
 - c. Upcoming Library Closures:
 - Veteran’s Day
 - Thanksgiving Day
 - Christmas Day Dec. 25 (Sunday)
 - Day after Christmas Dec. 26
 - New Year’s Eve Dec. 31 (Regular City employees get Friday Dec. 30 off since city is closed Saturday)
 - New Year’s Day Jan. 1 (Sunday)
 - Day after New Year’s Day Jan 2.
 - d. Programming—Upcoming Events—Harry Potter’s World, Family Reading Night, Disney’s “Frozen” event, Beekeeping event, Christmas event--Volunteers needed

VIII. Standing Committee Reports

a. Budget / Finance Committee

--National Bank account spreadsheet development

b. Building and Grounds Committee—review of Building Maintenance Schedule

c. Technology Committee—Tin Cans Internet vs. Charter

d. Personnel—Yearly Reviews update

e. Library Calendar—Review Policies—Library closures

Other Reports

e. City Council Liaison

f. Friend of CHPL

IX. Public Comment

X. Old Business

a. New Court Order Maddux Trust

b. Roll-out shelves

XI. New Business

a. Review of Closed Minutes—March and September scheduled

b. Early Closures Thanksgiving eve/Christmas eve, Director's discretion

c. Holiday Parties

d. Serving Our Public—Long Range Planning (Chp. 1, Core 13)

e. Long-Range Planning

f. Review of Chp. 12 "Serving Our Public" for Dec. 5 meeting

XII. Adjournment. Next meeting Monday, December 5, 7:00 p.m.

AGENDA--Revised
Case-Halstead Public Library Board of Trustees
Monday, December 5, 2016 – 7:00 pm
550 Sixth Street, Carlyle, IL
Library Conference Room

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Meeting Minutes—Corrected Minutes October 3, 2016
Meeting Minutes—November 7, 2017
Special Meeting Minutes—November 21, 2016
- IV. Treasurer’s Report, FNB Statement and National Bank Account
- V. Library Bills
- VI. Statistics
- VII. Library Director’s Report
 - a. Utility report
 - b. Report on November Events
 - c. Per Capita and Equalization Grant Application
 - d. Upcoming Library Closures:
 - Christmas Eve
 - Christmas Day Dec. 25 (Sunday)
 - Day after Christmas Dec. 26
 - New Year’s Eve Dec. 31 (Regular City employees get Friday Dec. 30 off since city is closed Saturday)
 - New Year’s Day Jan. 1 (Sunday)
 - Day after New Year’s Day Jan 2.
 - MLK Day, Monday, January16
 - e. Programming—Upcoming Events—
 - Sat. Dec. 10 at 1pm: “Beekeeping for Life” (Andy Brethorst event)
 - Wed. Dec. 14-Wed. Jan. 4: Scholastic Book Fair
 - Friday, Dec. 16 at 5pm: “A Christmas Story” event

Friday, Jan. 6 at 6:15pm: Family Movie Night: "Finding Dory"

Saturday, January 21 from 9-5pm: Beekeeping Certification Class (Andy Brethorst)

VIII. Standing Committee Reports

- a. Budget / Finance Committee
- b. Building and Grounds Committee—Review Maintenance Schedule
- c. Technology Committee
- d. Personnel Committee Report
- e. Long-Range Planning and Personnel Committee Review for Staffing
- f. Policies and Procedures Committee Report
- g. Minutes of November 17, 2016
- h. Revised Committee Assignments

Other Reports

- i. City Council Liaison
- j. Friends of CHPL

IX. Public Comment

X. Old Business

- a. Status of Case Documents
- b. Holiday Party

XI. New Business

- a. "Food for Fines"
- b. Review Chapter 6 "Access" of Serving Our Public, 3.0 for annual Per Capita and
- c. Equalization Grant Application
- d. Appoint By-Laws Committee
- e. Minutes of November 28 Personnel Meeting—Closed Session

XII. Adjournment. Next meeting Tuesday, January 3, 2017, 7:00 p.m.