

**AGENDA--Revised**  
**Case-Halstead Public Library Board of Trustees**  
**Tuesday, January 3, 2017 – 7:00 pm**  
**550 Sixth Street, Carlyle, IL**  
**Library Conference Room**

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge
- III. Installation of New Board Member
- IV. Meeting Minutes—Dec. 5, 2016
- V. Treasurer’s Report, FNB Statement and National Bank Account
- VI. Library Bills
- VII. Statistics
- VIII. Library Director’s Report
  - a. Utility report
  - b. Report on December Events
    - Holiday Food Drive—“Food for Fines”
    - Scholastic Book Fair
    - Other Library Events
  - c. Amazon Seller’s Account to Friends Account
  - d. Scheduled Meetings for 2017
  - e. Programming—Upcoming Events—
    - Fri. Jan 6: “Finding Dory”
    - Sat. Jan. 21 from 9-5pm: Beekeeping Certification Class (Andy Brethorst)
    - Sat. Jan. 28: “Eagle Day” at the library with Bob and Kim Hammel
- IX. Standing Committee Reports
  - Other Reports
    - i. City Council Liaison
    - j. Friends of CHPL
- X. Public Comment

XI. Old Business

- a. Equalization and Per Capita Grant App
- b. Holiday Party

XII. New Business

- a. Performer's Showcase Web Link
- b. Set date Budget Committee Meeting
- c. FOIA/OMA Training
- d. Ethics Statement

XIII. Adjournment. Next meeting Monday, February 6, 2017, 7:00 p.m.

# AGENDA

Case-Halstead Public Library Board of Trustees  
Monday, February 6, 2017 – 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— January 3, 2017
- 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 January Events
  - c. Summer Reading Program 2017 Dates/Times/Costs
  - d. Final Food For Fines/Holiday Book Sale numbers
  - e. Programming—Upcoming Events—
    - SIUE Program: “Building Your Own Website” February 23, 7pm
    - President’s Day Display
    - Black History Month Display
  - f. Partnership with SIU-E for courses
  - g. Mango Languages
  - h. Charter vs. Tin Cans
- VIII. Standing Committee Reports
  - a. Board Reports
  - b. Budget / Finance Committee
    - Minutes of Meetings
  - c. Technology Committee
    - Minutes of Meeting

- d. Personnel Committee
  - Minutes of Meeting
- IX. Other Reports
  - i. City Council Liaison
    - 50<sup>th</sup> Anniversary Lake Update
    - 50<sup>th</sup> Anniversary Banner
  - j. Friends of CHPL
    - Summer Reading Program Donation
    - Popcorn Popper Donation
    - Friends Dues and Library Board
    - Trivia Night, Sat. Feb. 11
  - k. Library Calendar
    - Policies and Procedures Review
    - Closed Minutes Review
- X. Public Comment
- XI. Old Business
  - a. Building Stars
- XII. New Business
  - a. 2017-2018 Proposed Budget (including but not limited to):
    - IT Contract
    - Copier for Director's Office
    - New Library Cards
    - Staff Raises
    - New Hire
  - b. Serving Our Public
  - c. Shelf Extenders from Archi-cepts
  - d. Annual Legislative Day, Friday March 3 Luncheon in Mt. Vernon
- XIII. Adjournment. Next meeting Monday, March 6, 2017, 7:00 p.m.

# AGENDA

Case-Halstead Public Library Board of Trustees  
Monday, March 6, 2017 – 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— Feb. 6, 2017
- 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 February Events
  - c. Maddux Room wifi update
  - d. Easter Holiday Hours
  - e. Programming—Upcoming Events—
    - Family Movie Night: April 7, 2016 "Fantastic Beasts and Where to..."
    - SIUE Program: "12 Essentials of Photography" March 8, 7:30pm
    - "Building a Small Business Brand..." Mar. 22, 7:30pm
    - Special Program: "Sailing Night with Carlyle Sailing Assn" Mar. 21, 7pm
  - f. Summer Reading Program Fundraising
  - g. Report on New Hire, meeting with City Council/Committees
- VIII. Standing Committee Reports
  - a. Board Reports
  - b. Policies and Procedures
  - c. By-Laws
  - d. Personnel Committee

## Other Reports

- i. City Council Liaison
  - 50<sup>th</sup> Anniversary Lake Update
- j. Friends of CHPL
  - Potluck March 18 at 5:30/Board Games at 6:30
  - Popcorn Popper Donation update
  - Fundraiser CCC Food Mart July 21-23
- k. Library Calendar
  - Semi-Annual Review of Closed Minutes

## IX. Public Comment

## X. Old Business

- a. Building Stars-interview for cleaners
- b. Budget Committee
  - Budget Adjustments
- c. Finance Committee
- d. Personnel Committee
  - Closed Session
- e. Annual Legislative Day in Edwardsville

## XI. New Business

- a. Select Audit Committee for Library Board Bank Funds
- b. New Office Space Egyptian/Brent's Lock
- c. American Library Week
- d. Serving Our Public "Personnel"

## XI. Adjournment. Next meeting Monday, April 3, 2017, 7:00 p.m.

# AGENDA

Case-Halstead Public Library Board of Trustees  
Monday, April 3, 2017 – 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— March 6, 2017
- 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 March Events
  - c. Programming—Upcoming Events—
    - 5<sup>th</sup> Grade Display at CHPL: Native American Houses, Thursday, April 6 at 6:30pm
    - Family Movie Night: April 7, 2016 “Fantastic Beasts and Where to…”
    - SIUE Program: “Writing Your Breakout Novel” Apr. 5, 2017 at 7:30pm
    - “Portrait Photography: The Basics” Apr. 19 at 7:30pm
  - d. American Library Week April 9-15
  - e. Summer Reading Program
  - f. Update on New Hire
  - g. Review of Library Policies and Procedures
- VIII. Standing Committee Reports
  - a. Board Reports
  - b. Personnel Committee
    - Government Travel Expense Control Act

Other Reports

i. City Council Liaison

50<sup>th</sup> Anniversary Lake Update

j. Friends of CHPL

Spring Book Sale—Apr. 20-22, 2017

50<sup>th</sup> Anniversary Lake Brick Program

k. Library Calendar

Audit Committee: Nominations by Board

Audit Minutes

National Bank Account

Must be completed by June 19, 2017 for inclusion in IPLAR

IX. Public Comment

X. Old Business

a. Cleaning Contract Update

b. Budget Committee

Budget Adjustments

c. Parade Float

d. By-Laws

2<sup>nd</sup> Reading and adoption

XI. New Business

a. Resolution to comply with the Government Travel Expense Control Act

b. Legislative Day Handout “Advocacy Tips”

XII. Adjournment. Next meeting Monday, May 1, 2017, 7:00 p.m.



# AGENDA

**Case-Halstead Public Library Board of Trustees**  
**Monday, May 1, 2017 – 7:00 pm**  
**550 Sixth Street, Carlyle, IL**  
**Library Conference Room**

- I. Call to Order, Roll Call, and Introduction of Guests
- II. Pledge of Allegiance
- III. Meeting Minutes— April 3, 2017
- IV. Treasurer's Report, FNB Statement and National Bank Account
- V. Library Director's Report
  - Library Bills
  - Statistics
  - Utility report
  - Report on April Events
  - Programming—Upcoming Events—
    - First Friday Movie: Disney's "Moana" May 5 at 6pm
    - SIUE Course "Secrets of Outdoor Photography, Wed. May 10 at 7:30pm
    - Phil Lenzini Library Law Day event, Monday, May 22 at 9am
    - SIUE Course "Small Business Photo and Video Strategies" Wed. May 24 at 7:30pm
    - Carlyle Book Club "The Commonwealth" Wed. May 24 at 7pm
  - Summer Reading Program (Kids and Adults)
    - Begins Monday, June 5/ Ends: Friday, July 21.
    - 6 Programs for Children, Tuesday, June 6 through Tuesday, July 18 at 2pm
    - Weekly SRP Matinee Movie in Maddux Room
    - 1 Show for Adults--TBD
    - update on prizes
  - Update on New Hire

- Revision of Job Advertisement
- Director's schedule
- Annual Report to the City of Carlyle due May 31, 2017
- VI. Standing Committee Reports/Other Reports
  - Board Reports
  - City Council Liaison
    - 50<sup>th</sup> Anniversary Lake Update
  - Friends of CHPL
    - Spring Book Sale—Report
    - Friends Library Work Day-Sat. May 13 at 10am
  - Library Calendar
- VII. Public Comment
- VIII. Old Business
  - Audit Committee
  - Personnel Committee
    - Residency Requirement/Policies and Procedures
    - Government Travel Expense Control Act (Proposed)
  - Parade Float (July 14)
    - Library Closes early at 5pm
- IX. New Business
  - Library Advocacy
  - Serving Our Public
- X. Adjournment. Next meeting Monday, June 5, 2017, 7:00 p.m.