

**Carbondale Public Library Board of Trustees**

Wednesday, August 12, 2015

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Meeting called to order at 4:30 p.m.

**Roll call.**

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

**Present.**

Philip Brown, President

Barbara Levine, Vice President (1)

Joyce Hayes, Secretary

Don Prosser, Treasurer (1)

Julian Pei (1)

Roland Person (1)

Susan Tulis

Harriet Simon

Sharifa Stewart (1)

**Absent.**

None.

The number following the Trustee's name indicates the number of absences this fiscal year.

**Staff present.**

Diana Brawley Sussman, Library Director

Gwen Hall Grosshenrich, Finance Manager

**Visitors present.**

None.

**President's report.**

1. Oaths of Office were administered to Sharifa Stewart and Roland Person.

**Secretary's report.**

1. Approval of the July 8, 2015 minutes. Harriet made a motion to approve minutes. Susan Tulis seconded. MOTION approved unanimously.

**Correspondence and communications.**

1. Jackson County reassessments discussed.

2. Other. None.

**Financial report.**

1. Approval of bills payable up to and including bills due August 16, 2015 to September 15, 2015. Don Prosser made a motion to pay bills. Julian Pei seconded. MOTION passed unanimously.

2. Acceptance of the financial report for July 2015. This month's expenses include the OCLC fee, property assessments, standard expenses. We received a replacement tax check. No additional significant revenue received.

**Librarian's report.**

1. Building and grounds maintenance and construction. Necessary repairs and improvements are on hold until property tax revenue is received.
2. Strategic planning/marketing plan. The plans will be worked on simultaneously. The Director and a few staff will work with the board's planning committee. Trustees Joyce Hayes, Roland Person, Don Prosser and Sharifa Stewart will serve on plan committee. Input will be sought from all stakeholders. The Library Director discussed her participation as a mentor in Synergy: The Illinois Library Leadership Program. At the last Synergy session a mentor from the Skokie Public Library presented their strategic planning process, which resulted in a rearrangement of staff; they now have ten staff devoted entirely to community outreach. While Carbondale is obviously much smaller, we can strive toward an equally creative vision scaled to fit our own community.
3. Other. The Director is excited to bring in a social work intern from SIU's MSW program. This is an unpaid position. The MSW student will begin by researching area resources, and the role that social workers are playing in other US libraries. Eventually, she will be available to assist patrons. The board discussed this and made recommendations.

**Committee reports.**

1. Select date for Director's performance evaluation: September 17 at 4:30 p.m. Susan Tulis, Philip Brown and Sharifa Stewart serve on the performance evaluation committee.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

Harriet Simon reported that November 7<sup>th</sup> would be the Friends' fall book sale weekend. The July sale was very successful. The board and Director noted that Wendy Schoof is doing a great job in her new role as Adult Programming Coordinator. Discussed 3D printers in libraries.

**Adjournment.**

Adjourned at 6:14 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): September 9, October 14, \*November 18, December 9. (\*note: proposed date for November is the third Wednesday of the month due to Veteran's Day closing; all other dates are the second Wednesday.)

**Respectfully submitted:**

Joyce Hayes, Secretary

**Prepared by:** Diana Brawley Sussman, Library Director