

Carbondale Public Library Board of Trustees

Wednesday, December 9, 2015

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

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.

Barbara Levine, Vice President (1)

Joyce Hayes, Secretary

Julian Pei (3) (1 of 3 absences excused by Board President in accordance with by-laws.)

Roland Person (2)

Don Prosser, Treasurer (2)

Sharifa Stewart (2)

Susan Tulis

Harriet Simon (1) (1 of 1 absences excused by Board President in accordance with by-laws.)

Absent.

Philip Brown, President (1)

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.

None.

Secretary's report.

1. Approval of the November 18, 2015 minutes. (Clarification needed.)

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due December 16, 2015 to January 15, 2016. Noted that the LIMRiCC health insurance bills were estimated, as none were received in November or December. Discussed e-rate Category 2 purchases. Discussed accounts receivable.

Roland Person moved to pay bills. Joyce Hayes seconded. MOTION passed unanimously.

2. Reviewed of annual audit.

3. Transfer of FY15 savings to reserves. Tabled.

4. Acceptance of the financial report for November 2015. Julian Pei moved to accept the financial report.

Roland Person seconded.

Librarian's report.

1. Building and grounds maintenance. Concrete work is finished around the north and northwest sides of the building. New doors will hopefully be installed this week so that the north entryway doors will match the south entryway. We are working on getting estimates for siding to alleviate water leakage through the south wall of the Brush annex building.
2. Review and acceptance of dates closed for 2016. Roland Person moved to accept the dates closed and board meeting dates for 2016 (with correction of typo). Susan Tulis seconded. MOTION passed unanimously.
3. Review and acceptance of board meeting dates for 2016. Roland Person moved to accept the dates closed and board meeting dates for 2016 (with correction of typo). Susan Tulis seconded. MOTION passed unanimously.
4. Review and acceptance of investment policy. Roland Person moved to approve the investment policy. Don Prosser seconded. Discussed investment options and limitations. Julian noted that Carbondale Community Arts seems to have a great investment strategy. Don Prosser noted that the library does not have an endowment, or any significant reserves that it does not need to readily access. MOTION passed unanimously.
5. Review of executive session minutes. Roland Person moves to keep executive session minutes closed. Susan Tulis seconded. Don Prosser motioned to release May 9, 1990 minutes. Roland Person accepted the amended motion. MOTION passed unanimously.
6. Review of levy hearing. City Council levy meeting reviewed.
7. Per Capita requirement: Edge Assessment. Reviewed Edge Assessment, an evaluation tool provided by the Illinois State Library to help libraries evaluate the technology programs and services they provide to the public, and to determine their technology needs. The library clearly needs to improve its bandwidth and will do so in the coming year within the e-rate contractual window. Overall, we scored well in our co-hort group of medium sized public libraries. The board and Director discussed the context of the assessment and what would be done with the information in the coming year.
8. Other. Discussed the Sparrow Coalition's efforts and Dona Reese's class presentation of their local homelessness study.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

Sharifa Stewart complimented the children's poetry program and the children's poetry. The program was done in partnership with Saluki Writers (volunteer Creative Writing MFA students).

Adjournment.

Adjourned at 5:37 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): January 13; February 10; March 9; April 13, May 11; June 8; July 13; August 10; September 14; October 12; November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director