

Carbondale Public Library Board of Trustees

Wednesday, December 14, 2016
4:30 p.m.

Meeting Room
405 West Main St.

MINUTES

Call to order.

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 (2)
Barbara Levine, Vice President (2)
Roland Person (2)
Don Prosser, Treasurer (3)
Harriet Simon
Susan Tulis

Absent.

Joyce Hayes, Secretary (3)
Julian Pei (3)
Sharifa Stewart (2)

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 9, 2016 minutes. Roland Person moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

Reviewed letter from the Jackson County Board of Review stating that Kennedy and Crause aka Golden Corral appealed their 2015 reassessment case to the Property Tax Appeal Board.

Financial report.

1. Approval of bills payable up to and including bills due December 16, 2016 to January 15, 2017. Notable bills include 90% payment to two construction companies for work on the Brush building. Roland Person moved to approve payment. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for November 2016. All but \$122,000 in property tax revenue has come in. The PNG grant money has come in. Reimbursed funds borrowed from reserves to meet FY17 pre-revenue expenses. Harriet Simon moved to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.
3. Reviewed annual audit.
4. Transfer of FY16 savings to reserves. Roland Person made a motion to transfer the \$40,000 anonymous donation to IL Funds, marked as Special Donations. Barbara Levine seconded. MOTION passed unanimously. Philip Brown made a motion to transfer credit card account revenue above \$100 into reserves each month. Roland Person seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. The Brush building work on the south wall is at 90% completion. There is still a water leak. We have attempted to resolve this with cold patch roofing tar along the south edge of the roof. We will see if this holds.
2. Review and acceptance of dates closed for 2017. Barbara Levine moved to accept dates closed. Philip Brown seconded. MOTION passed unanimously.
3. Review and acceptance of board meeting dates for 2017. Roland Person moved to accept the proposed list of dates (all being the 2nd Wednesday of each month at 4:30 p.m.). Susan Tulis seconded. MOTION passed unanimously.
4. Review and adopt a resolution to comply with the government travel expense control act. Don Prosser made a motion to adopt the resolution with correction of minor typos. Susan Tulis seconded. MOTION passed unanimously.
5. Review and acceptance of investment policy. Roland Person made a motion to approve investment of public funds policy. Philip Brown seconded. MOTION passed unanimously.
6. Review and acceptance of accessibility plan for serving patrons with disabilities. Roland Person moved to approve accessibility plan with formatting edits. Susan Tulis seconded. MOTION passed unanimously.
7. Review of executive session minutes. Harriet Simon moved to keep executive session minutes closed. Don Prosser seconded. MOTION passed unanimously.
8. Review of levy hearing. The City Council expressed appreciation to the library board for choosing not to raise the levy. The city also did not raise their property tax levy.
9. Other. None.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

None.

Adjournment.

Adjourned at 5:12 p.m.

Next Board Meetings for 2017 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director