

Carbondale Public Library Board of Trustees

Wednesday, June 11, 2014

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

Called to order at 4:30

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.

Present.

Roland Person, President

Philip Brown, Vice President

Susan Tulis, Secretary

Don Prosser, Treasurer

Joyce Hayes (1)

Harriet Simon

Absent.

Barbara Levine (1)

Julian Pei (2 excused)

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, Finance Manager

Lori Torbeck, Reference Librarian

Mary Stoner, Adult and Teen Librarian

Pat Luebke, Children's Librarian

Visitors present.

Lisa Waskin, Library marketing consultant

Susan Metcalf, Friends of the Carbondale Public Library

Kathy Fatz, Friends of the Carbondale Public Library

President's report.

1. Lisa Waskin gave a library marketing presentation. She had worked with key library staff that afternoon.
2. Election of Trustee officers to begin service July, 2014. Don Prosser nominated Philip Brown as President. The motion was seconded by Harriet Simon. MOTION passed unanimously. Don Prosser nominated Barbara Levine as Vice President. Joyce Hayes seconded. MOTION passed unanimously.

Secretary's report.

1. Approval of the May 14, 2014 minutes. Harriet Simon made a motion to approve these minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due June 16, 2014 to July 15, 2014. Philip Brown made a motion to approve payment of bills. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for May 2014. Gwen Hall discussed specific bills and explained that she has created a category to keep track of grant program expenses paid by the library. Joyce Hayes made a motion to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Tim Mitchell from Universal Glass (owned by the Mitchell family) has said that he will replace two fogged panes in the skylight that weren't specified in the construction contract at no cost. The board discussed Betty Mitchell's crucial role in securing the property for the library when this library was constructed. In the past few years Universal Glass has replaced door mechanisms worth thousands of dollars without charging the library anything for parts or labor. The library board is very grateful for their generosity. Philip Brown made a motion to dedicate the repaired skylight to Betty and Ellis Mitchell and Family & Universal Glass for their tireless support of the library. The motion was seconded by Harriet Simon. MOTION passed unanimously.
2. Approve Illinois Public Library Annual Report (IPLAR). Discussed the report. Don Prosser made a motion to approve the library's IPLAR. Philip Brown seconded. MOTION passed unanimously.

Committee reports.

None.

Unfinished business.

None.

New business.

1. Vote to appoint FOIA/OMA officer(s). Susan Tulis moved that Lori Torbeck shall continue as a FOIA officer and Diana Brawley Sussman shall continue as a FOIA and OMA officer. Joyce Hayes seconded. MOTION passed unanimously.
2. Review minutes from closed sessions. Don Prosser moved to keep closed session minutes as they've been. Harriet Simon seconded. MOTION passed unanimously.
3. Adopt prevailing wage ordinance. Susan Tulis moved that we adopt the prevailing wage ordinance. Joyce Hayes seconded. Vote taken by roll call:
6 Yes: Roland Person, Philip Brown, Susan Tulis, Don Prosser, Harriet Simon, Joyce Hayes; 0 No; 3 absent: Barbara Levine, Julian Pei, Sharifa Stewart; 0 abstained.

Other.

Discussed plans to switch to a new website platform.

Adjournment.

Adjourned at 5:46 p.m.

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): July 9, August 13, September 10, October 8, November 12, December 10

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director