

**Carbondale Public Library Board of Trustees**

Wednesday, March 9, 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 (1)

Barbara Levine, Vice President (2)

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)

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

Sharifa Stewart (3)

Susan Tulis (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.**

One student.

**President's report.**

None.

**Secretary's report.**

1. Approval of the February 10, 2016 minutes. Barbara Levine moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

**Correspondence and communications.**

The Library Director shared a greeting card sent on behalf of the Race Unity Group thanking the library for its leadership on the Racial Taboo program.

**Financial report.**

1. Approval of bills payable up to and including bills due March 16, 2016 to April 15, 2016. Gwen Hall Grosshenrich reviewed the bills, such as the Japanese Garden repair expenses (covered by donations), replacement of time clock software, new carts, and many books. Roland Person moved to approve payment of the bills. Joyce Hayes seconded. MOTION passed unanimously.

2. Acceptance of the financial report for February 2016.

Gwen explained that the city finance department advised us to expense past unrealized revenue as an “other expense,” which she labeled as “prior period adjustment.” It is an expense that does not actually exist. It is not money that was spent. The auditors will most likely change this to an actual prior period adjustment. Julian Pei moved to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

**Librarian’s report.**

1. Building and grounds maintenance. A fundraiser to repair the Japanese Garden has brought in over \$6,000. This includes online donations through Go Fund Me, Friends donations, donations from many individuals, and a \$3,000 donation from an anonymous SIU alum. Heartened by the community’s response, the Evergreen Garden Club is working with Greenridge Landscaping to expand the Japanese Garden. Greenridge is donating some of the labor, and selling wholesale plants and trees for the project. Through generous volunteer efforts and donations, misfortune has been transformed into opportunity.

Several maintenance issues are being addressed as we conclude the fiscal year. The meeting room walls are moisture damaged, so we’ve ordered re-caulking of affected cap stones along the roof and replacement and painting of damaged drywall (\$6,245).

The director has mapped out new and existing Internet connection points in preparation for updated Internet cabling to improve connectivity and allow for the addition of more Internet computers for the public. E-rate paperwork is being submitted to cover 80% of project expenses.

Concerning the replacement of the south wall of the Brush building with a curtain wall, Don Prosser moved that the board authorize the librarian to proceed with engaging an architect. Susan Tulis seconded. The board prefers that the architect charge for finite hours or a percentage of the total contract, rather than on an ongoing hourly basis, so that they may accurately anticipate expenses. The director will find out what the cost, scope of the project and hours/percentage fee might be.

2. April 5<sup>th</sup> budget hearing. The Library Director will be out of town at the PLA conference. Finance Manager Gwen Hall Grosshenrich will attend the hearing in case there are questions regarding the library’s budget. Don Prosser explained that the library board has authority over the library’s levy and budget, although the hearings are done at city council meetings.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

None.

**Adjournment.**

Adjourned at 5:47 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): 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