

Carbondale Public Library Board of Trustees

Wednesday, May 13, 2015

4:30 p.m.

Meeting Room

405 West Main St.

Carbondale, IL 62901

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

Barbara Levine, Vice President

Susan Tulis, Secretary

Don Prosser, Treasurer

Joyce Hayes

Roland Person

Harriet Simon

Sharifa Stewart

Absent.

Julian Pei (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, Finance Manager

Jeannie Kernaghan, Circulation/Cataloging

Visitors present.

None.

President's report.

None.

Secretary's report.

1. Approval of the April 8, 2015 minutes. Barbara Levine made a motion to approve minutes. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due May 16, 2015 to June 15, 2015. Roland Person made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.

2. Review end of FY15 revenue and expenses. Everything was fairly on point. Expenses were down in salary due to staff turnover. The board thanked Finance Manager Gwen Hall for providing graphs. The FY15 budget was very close in expenditures, and high in revenue thanks in part to unanticipated donations. Our FY15 Per Capita grant came early again.
3. Acceptance of the financial report for April 2015. Barbara Levine made a motion to accept the financial report. Roland Person seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. In April we repaired nine broken HVAC wall units, installed new doors at the Monroe Street entrance, resurfaced the parking lot, and purchased security cameras. The Director reviewed maintenance issues to be addressed in the coming fiscal year. Discussed an estimate for encasing the south wall of the Brush building with siding to prevent water leakage. The board would like to find out what it would cost to replace the south wall.
2. Vote on method for collecting non-resident fees. Roland Person made a motion to continue using the tax bill method. Philip Brown seconded. MOTION passed unanimously.
3. Trustee terms of office. Terms are expiring for three board members. Those Trustees should contact the mayor if they wish to be considered for reappointment.
4. Conduct of Patrons policy review. Potential revisions were discussed. No action taken.
5. Other. Part time clerk George Pal resigned. There are no plans to fill that position. The Director is currently serving as a mentor for Synergy, the Illinois Library Leadership Initiative, an Illinois State Library program. This is quite an honor and a valuable learning experience.

Committee reports.

1. Approval of April 30, 2015 Finance Committee minutes. Harriet Simon made a motion to approve minutes. Joyce Hayes seconded. MOTION passed unanimously.

Unfinished business.

None.

New business.

1. Disruptive patron conduct. Roland Person made a motion to ban two disruptive patrons until & unless there is further action from the board. Susan Tulis seconded. MOTION passed unanimously.

Other.

Harriet Simon reported that the Friends earned just under \$4000 in sales at the book sale, and \$620 in memberships.

Adjournment.

Adjourned at 5:51 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): June 10, July 8, August 12, 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:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director