

**Carbondale Public Library Board of Trustees**

Wednesday, November 18, 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.**

Philip Brown, President

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)

Susan Tulis

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

**Absent.**

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.**

Three students.

**President's report.**

None.

**Secretary's report.**

1. Approval of the October 14, 2015 minutes. Susan Tulis made a motion to approve minutes. Roland Person seconded. MOTION passed unanimously.

**Correspondence and communications.**

Signed revised LIMRiCC agreement.

**Financial report.**

1. Approval of bills payable up to and including bills due November 16, 2015 to December 15, 2015. Joyce Hayes made a motion to pay bills. Harriet Simon seconded. MOTION passed unanimously.
2. Public Hearing/levy review.

3. Acceptance of the financial report for October 2015. The first payment of property taxes has arrived. Roland Person moved to approve the financial report. Philip Brown seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance and construction. Reviewed Capital Needs Assessment Survey submitted to the Illinois State Library. Discussed the fact that asbestos abatement and full renovation of the Brush building, according to rough verbal estimates, could cost around \$800,000.
2. Per Capita Grant requirement: Standards Chapter Review.  
— Library staff will review and report on progress in meeting Chapter 5, "Technology," of Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014. Reviewed the chapter. The vast majority of standards are fully met. We are working on improving our bandwidth and speed in compliance with the e-rate process, which only allows for contract changes within the e-rate window. While our wait time for computers is compliant, we would prefer to reduce or eliminate the wait time. Space is the primary limiting factor for adding more computers. The Edge Assessment will allow us to further measure our technology services.
3. Review/Revise Internet policies. Tabled.
4. Other. Discussed potential uses for per capita funds, including employment of a social worker, as the intern program is providing excellent customer service, filling an important information need. While some trustees felt this program deserves library funding, others were uncertain about using the library's per capita money in this way, as this is a new, and perhaps secondary service, while there are other primary library services deserving of support. Overall, they are not averse to supporting the library's social work program, perhaps by matching funds from a grant, service partner, or other revenue source.

**Committee reports.**

1. Approval of October 28, 2015 Finance Committee minutes. Don Prosser moved to approve minutes. Roland Person seconded. MOTION passed unanimously.

**Unfinished business.**

**New business.**

1. Patron conduct. Discussed conduct of a patron who was banned for behavior on 11/2/15. Don Prosser made a motion to lift the ban until and unless the patron creates further disturbance. Susan Tulis seconded. MOTION passed unanimously.

**Other.**

**Adjournment.**

Adjourned at 5:30 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): December 9.

**Respectfully submitted:**

Joyce Hayes, Secretary

**Prepared by:** Diana Brawley Sussman, Library Director