

Carbondale Public Library Board of Trustees

Wednesday, October 8, 2014
4:30 p.m.

Meeting Room
405 West Main St.

MINUTES

Call to order.

The meeting was 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 (2)
Susan Tulis, Secretary
Roland Person (1)
Don Prosser, Treasurer
Joyce Hayes (1)
Sharifa Stewart (3)
Harriet Simon (1)

Absent.

Julian Pei (6 excused)

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

Visitors present.

None.

President's report.

None.

Secretary's report.

1. Approval of the September 10, 2014 minutes. The board noted two corrections: In correspondence, the word business should be plural. In unfinished business, correct the word "to." Harriet Simon made a motion to approve the minutes as corrected. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due October 16, 2014 to November 15, 2014. Roland Person made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for September 2014. Gwen Hall reported that a portion of property tax levy and mobile home tax came in. We are paying some large bills such as IHLS membership and Cox

magazine subscriptions. Don Prosser made a motion to approve the financial report. Joyce Hayes seconded. MOTION passed unanimously.

3. Adoption of preliminary FY16 budget. The Director presented a very bare bones budget draft along with suggestions for changes that the board might consider. The board elected to add \$29,000 to line 251 for building repairs and maintenance. There was also one spelling correction. Don Prosser made a motion to approve the preliminary budget with the addition to line 251, bringing the total expenditures to \$1,133,071. Roland Person seconded. MOTION passed unanimously.

4. Adoption of FY16 levy. Roland Person made a motion to increase the levy by \$29,000, bringing the total levy to \$1,001,892. This is an increase of 2.9809%. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance: The board reviewed estimates for fence replacement. The library director will clarify materials used and select the lowest bid for comparable service. The Director explained that she factored fence replacement, security cameras and installation, and replacement of entryway doors into her estimated actual FY15 expenses. Universal Glass installed two new skylight panels at no cost to the library.

2. Per Capita grant requirement: All members of the library board must analyze the library's current budget to determine whether revenues and expenditures are sufficient. Based on information gleaned from that analysis and the results from the library's Environmental Scan (2013), discuss the library's fiscal climate and what is needed to better serve the community. The board reviewed last year's environmental scan. Some suggestions for improved marketing were to piggy back with the Park District mailing in the Southern Illinoisan in order to promote our general brochure & adult programs; submit PSAs; solicit advertising sponsorships. In discussing the fiscal budget the board noted that although we always need more money, we're making very good use of the means that we have and are pleased with where we are. The library director has maximized what we're able to do with the money that we have.

3. Other. Our Ezra Jack Keats mini-grant project in partnership with the Boys & Girls Club and Senior Adult Services is being featured on the Library as Incubator Project website.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon shared November Book Sale fliers. The August sale raised over \$3,600. The Friends funded an author from South Korea, and the program was very well attended. Another author is coming in November, funded by the Illinois Humanities Council and Illinois Library Association.

Adjournment.

Adjourned at 5:32pm

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): November 12, December 10

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director