

Carbondale Public Library Board of Trustees

Wednesday, October 14, 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

Roland Person (2)

Don Prosser, Treasurer (2)

Susan Tulis

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

Sharifa Stewart (1)

Absent.

Julian Pei (3)

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.

None.

President's report.

Secretary's report.

1. Approval of the September 9, 2015 minutes. Roland Person moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due October 16, 2015 to November 15, 2015. Roland Person moved to pay bills. Harriet Simon seconded. MOTION passed unanimously.

2. Acceptance of the financial report for September 2015. Gwen Hall reported that bills for this month are standard. There was a landscaping project done for about \$1200 to improve the accessibility of walkways. Overgrown bushes were removed, particularly in response to the needs of a blind patron who walks to the

library. Dirt was built up where it had eroded away from walkways in order to reduce the risk of injury to pedestrians, and people in wheelchairs.

The library has received only a small amount of tax revenue from corporate replacement taxes. No local property tax revenue has been received. The board asked about funds at risk due to the state's budgetary issues. There was one year when the Per Capita grant did not arrive. It has arrived for this fiscal year, but we're never confident about its arrival from year to year. The governor has threatened to reduce or eliminate corporate replacement tax. The annual PNG grant has not arrived, nor has it been approved for the current fiscal year. The governor is also threatening to impede the ability of local government bodies to increase their levies. Roland Person moved to approve the financial report. Susan Tulis seconded. MOTION passed unanimously.

3. Adoption of preliminary FY17 budget. The board reviewed fourteen levy and preliminary budget options. After much discussion, Don Proser made a motion to pass an FY17 budget of \$1,140,804, which includes a contingency of \$33,284 to cover a portion of any potentially missing revenue in the coming fiscal year. Susan Tulis seconded. MOTION passed unanimously. The Library Director provided a basic preliminary budget, and the finance committee will meet to approve a detailed budget on October 28, 2015 at 4:30pm.

4. Adoption of FY17 levy. Don Proser moved to approve a property tax levy of 1,031,949, which is an increase of \$30,057 (3%), for the Library's General Corporate Tax. This amount includes the Library's General Fund, Audit Fund, IMRF, Social Security/Medicare Fund, Building/Maintenance Fund, Insurance Fund, and Special Reserve Fund. Joyce Hayes seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Repairs in the past month include HVAC leaks in both the main building and the Brush annex. A cracked window downstairs was replaced by Universal Glass. Tim Mitchell said he would only bill us for the glass, not the labor. A landscaping project is described above in the Financial Report. There are several other maintenance needs on hold until revenue is received.

2. Sign intergovernmental agreement with LIMRiCC health insurance provider. Barbara Levine moved to enter into agreement and approve the resolution with LIMRiCC. Harriet seconded. 8 ayes. 0 nays. 1 absent.

3. Per Capita Grant requirement: Identify educational programs and training opportunities the library currently provides to its patrons. If the library does not currently provide such programs and training, how does the library meet or plan to meet the needs of the patrons. The library provides around 500 programs each year (an average of 10 per week), almost all of which are educational. Open Help provides technology education to adults. The library's Social Work Intern provides the public with education about area resources. Community Cinema, Community Forums on Poverty, and similar adult programs provide civic-oriented and social studies education. Grant Writing Workshops educate adults in grant seeking and writing skills. PNG is currently unfunded, but has been temporarily replaced with All Things Animated, which teaches technology to children in grades 5-8. Partners in Reading provides literacy education to children, and all youth programming promotes literacy. Creative Writing and Art classes are taught to adults, teens and children at the library. Phil Brown would like to see us do programs to develop young storytellers. He has the names of some organizations we might work with. Cape Girardeau does a storytellers festival. We could partner with Saluki Writers and/or Carbondale Community Arts.

4. Per Capita Grant requirement: The library board, having previously analyzed the library's finances and fiscal climate, will identify and describe how library funds are used to support educational programs and training opportunities for patrons. The library board and staff will engage in a discussion on how the library fosters resource sharing. Provide an example of how the library has expanded or improved resource sharing for its patrons. About 25% of library salaries go toward programming/education. The library budgets

\$11,477 for outside services (programming beyond what is provided by staff). Program supplies are funded, as are computers. Collections are funded at or above recommended Illinois Public Library Standards. With the implementation of the SHARE catalog—the largest shared library database in North America, all participating libraries greatly improved resource sharing. This year, our library changed our circulation policy for reciprocal borrowers, eliminating a 5-item circulation limit on card holders from other libraries.

Committee reports.

1. Review Library Director's performance evaluation. Excerpted from committee minutes: "Ms Sussman's responses on the evaluation form were detailed and well thought out. In responding to her answers, the vast majority of scores given by the 7 Trustees were "excellent." She received "excellent" scores in each category from the majority of board members. Of the very few scores that were not unanimously "excellent," none fell below "very good." Not surprisingly, several Trustees also chose to comment, and spoke in glowing terms of Ms Sussman's performance over the past year. It is clear to the Personnel Committee that you are doing a fine job and we expect you to continue to do a fine job.

Some common themes appear in the written comments – excellent performance, proactive, applaud director's energy and persistence, firm grasp of realities of operating our public library and managing the resources we do have, and we are extremely fortunate to have Diana at the helm.

The committee is unanimous in affirming Ms. Sussman's outstanding job performance over the past year.

Diana commented that it is nice to have a board that sees and appreciates what she and her staff do as well as to make sure they have the necessary funding."

2. Approval of September 17, 2015 Personnel Committee minutes. Philip Brown moved to approve committee minutes. Roland Person seconded. MOTION passed unanimously.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon mentioned the upcoming Friends book sale

Adjournment.

Adjourned at 5:37 p.m.

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

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director