

Carbondale Public Library Board of Trustees

Wednesday, October 12, 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 (2)

Joyce Hayes, Secretary (2)

Don Prosser, Treasurer (3)

Julian Pei (1)

Roland Person (1)

Harriet Simon

Sharifa Stewart (1)

Susan Tulis

Absent.

Barbara Levine, Vice President (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.

None.

President's report.

None.

Secretary's report.

1. Approval of the September 14, 2016 minutes. Harriet Simon made a motion to approve the minutes. Roland Person seconded. There is one typo to be corrected. MOTION passed unanimously with one correction.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due October 16, 2016 to November 15, 2016.

Subscriptions are included in this month's bills. We still need to pay insurance and SHARE fees when revenue arrives. There was a bill for refuse because we rented a dumpster to clean out excess items from the Brush building. Roland Person made a motion to pay bills. Philip Brown seconded. MOTION passed unanimously.

2. Acceptance of the financial report for September 2016. No property tax money has arrived yet. It arrived before this date last year, so we are expecting it soon. Roland Person made a motion to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

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3. Adoption of preliminary FY18 budget. The Library Director explained three budget options with variation in staff cost of living increases and maintenance costs in each option. None of the three would require a levy increase. Each incorporates the same contingency and savings for reserves. Don Prosser made a motion to adopt plan C, which includes a 2% cost of living increase. Susan Tulis seconded. MOTION passed unanimously.

4. Adoption of FY18 levy. The board had asked the Library Director to attempt to create a budget with as little tax increase as possible. The Library Director presented budgets requiring a flat levy (0% increase) of \$1,031,949.00 Roland Person moved to adopt the levy of \$1,031,949.00. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Discussed the construction schedule for the south wall of the Brush building.

a. Award of contracts for construction work on south wall of the Brush building. The board reviewed the Bid Tabulation Sheet. Don Prosser motioned to approve the lowest bidders: H & N Construction for general work and Schemel-Tarillion, Inc. for abatement. Roland Person seconded. MOTION passed unanimously.

2. Social work internship program. MSW Intern Kelsey Bate started on 10/3/16. She has a BS in Social Work and previous internship experience. She will be supervised by Connie Baker, a licensed private social worker and SIU retiree.

3. Per Capita requirement: Technology: Library board and staff will report on the impact the EDGE Assessment has had on the library, including at least one example of how the library has used or plans to use the information gleaned from the assessment. The board discussed the fact that since completing the Edge Assessment we have met several recommendations: increased bandwidth from 10mpg to 100mpg; purchased PrinterOn software, which allows for printing from patron owned devices; participated in several meetings with city officials regarding the digital divide.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon pointed out that the front of the building looks dingy. We think that's due to masonry issues. There's still another step to improve that. Afterward we can try washing it.

Adjournment.

Adjourned at 5:10 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director