

Carbondale Public Library Board of Trustees

Wednesday, September 10, 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 (5 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 August 13, 2014 minutes. Roland Person made a motion to approve minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

1. Discussed businesses who'd requested a reduction in property value from the Jackson County Board of Review who were not satisfied with the results and have taken their request to the state board (PTAB). The board reiterated that in the past few years, several corporations have attempted to reduce their local tax burden by claiming that their property is worth less than its listed value. When they succeed, the tax burden shifts to the homeowners, who see their own property taxes increase.

Financial report.

1. Approval of bills payable up to and including bills due September 16, 2014 to October 15, 2014. Roland Person made a motion to pay these bills. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for September 2014. Gwen Hall explained that e-rate from Comcast came in. We have enough in reserves this year to avoid borrowing funds. Barbara Levine made a motion to approve the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Looking for a second company to provide an estimate on replacing wooden fence along eastern perimeter. Minor repairs are needed to the garden wall. When revenue comes in we will need to look again at purchasing and wiring security cameras, improving outdoor lighting and other repairs. We have budgeted to resurface the parking lot in the spring.
2. Other. Discussed Community Cinema plans with WSIU this year, the 3Rs program to provide used books to prison libraries and other community services the library provides.

Looked at new website at carbondalepubliclibrary.org. By designing the site herself with help from Lazerware, our Technology Instructor Wendy Schoof saved the library about \$6,000. Roland Person made a motion that the board officially thank Wendy. Philip Brown seconded. MOTION passed unanimously.

Committee reports.

1. Report from Personnel Committee regarding Director's annual performance evaluation. Philip Brown gave report. Excerpt: "The committee concluded: Ms Sussman's answers on the evaluation form were thoughtful, well informed, and appropriately detailed. In responding to her answers, the vast majority of scores given by the 8 Trustees were "excellent." Of the very few scores that were not "excellent," none fell below "satisfactory." Not surprisingly, several Trustees also chose to comment, and spoke in glowing terms of Ms Sussman's performance over the past year.

One trustee's comment summed up her performance well: "We, the Board and the Community, continue to be fortunate that we have such a skilled, dedicated and energetic director of our library. We enjoy working together to improve all elements of library service to our community and patrons." With regard to resolving problems the library faces, another trustee conveyed confidence in her ability: "The director has been very astute in identifying strengths and weaknesses of the library's operation. She has most capably anticipated a number of issues and addressed them before they really became a problem. When faced with unexpected challenges, she has left no stone unturned in meeting them head-on."

2. Approval of August 27, 2014 Personnel Committee minutes. Harriet Simon made a motion to approve Personnel Committee minutes. Joyce Hayes seconded. MOTION passed unanimously.

Unfinished business.

2. Insurance: Board discussion and decisions regarding changes in coverage: Earthquake insurance; health insurance. Don Prosser made a motion to set the threshold for health insurance coverage at 30 hours. Susan Tulis seconded. Don Prosser explained that a person in the private sector (larger company) would get insurance at 30 hours, so it's a matter of fairness that we would reward our employees accordingly. It also follows the intent of the Affordable Care Act. MOTION passed unanimously.

Tabled discussion of our deductible for earthquake insurance until we can examine exact figures in November.

The Director pointed out that Mary Lou Brown from Cherry Insurance measured the Brush building herself and argued successfully on our behalf for full coverage from the insurance provider.

New business.

1. Resolution Authorizing the Filing of a Request for Intervention Before the Illinois Property Tax Appeal Board. Don Prosser made a motion to pass this resolution. Susan Tulis seconded. MOTION passed unanimously. 8 ayes. 0 nays. 1 absent.

Other.

None.

Adjournment.

Adjourned at 5:22pm

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): October 8, November 12, December 10

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Diana Brawley Sussman, Library Director