

**Carbondale Public Library Board of Trustees**

Wednesday, November 12, 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)  
Roland Person (1)  
Don Prosser, Treasurer  
Sharifa Stewart (3)  
Harriet Simon (1)

**Absent.**

Joyce Hayes (2)  
Julian Pei (7 excused)  
Susan Tulis, Secretary (1)

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 October 8, 2014 minutes. Don Prosser made a motion to approve minutes with one correction (add the words "the board" to librarian's report). Harriet Simon seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due November 16, 2014 to December 15, 2014. Harriet Simon made a motion to approve bills. Philip Brown seconded. MOTION passed unanimously.

2. Acceptance of the financial report for October 2014. Gwen Hall reported that we paid off some large bills, such as our insurance and online reference bills, because property tax revenue has come in. We have received about 55% of our property tax revenue and have received our PNG grant funds. Philip Brown made a motion to approve the financial report. Barbara Levine seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. Universal Glas has ordered a set of entryway doors for us. Delivery is expected in December. We will be replacing the wooden fence along the library's eastern perimeter with cedar. The Friends have agreed to pay the difference in price between treated lumber and cedar so that we can afford the more environmentally friendly and durable option.

2. Other. The Director reported on her thirty-three meetings, programs and marketing activities in the past month, including grant workshops for community organizations. She discussed marketing for the upcoming Community Cinema program and invited board members to attend the author program that evening with National Book Award nominee Phil Klay. That program is being co-sponsored by the Illinois Humanities Council and the Illinois Library Association.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

1. Consideration and adoption of Indemnification Policy. Don Prosser made a motion to approve the indemnification policy. Roland Person seconded. The board discussed the policy. MOTION passed unanimously.

**Other.**

Other: Harriet Simon reported that the Friends book sale earned \$3548, plus \$100 in renewed memberships. The Friends gave away about 200 free books with incentive coupons.

**Adjournment.**

Adjourned at 5:05 pm

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

**Respectfully submitted:**

Susan Tulis, Secretary

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