

Carbondale Public Library Board of Trustees  
Wednesday, December 10, 2014  
4:30 p.m.

## **M NUTES**

### **Call to order.**

The meeting was called to order at 4:30 p.m.

### **Rdl 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  
Joyce Hayes (2)  
Barbara Levine, Vice President (2)  
Rd and Person (1)  
Don Prosser, Treasurer  
Sharifa Stewart (3)  
Harriet Simon (1)  
Susan Tulis, Secretary (1)

### **Absent.**

Julian Pei (7 excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

### **Staff present.**

Gwen Hall, Finance Manager

### **Visitors present.**

None.

### **President's report.**

None.

### **Secretary's report.**

1. Approval of the November 12, 2014 minutes. Harriet Simon made a motion to approve minutes as written. Rd and Person seconded. MOTION passed unanimously.

### **Correspondence and communications.**

None.

### **Financial report.**

1. Approval of bills payable up to and including bills due December 16, 2014 to January 15, 2015. Rd and Person made a motion to approve bills. Joyce Hayes seconded. MOTION passed unanimously.
2. Review of annual audit. Tabled until January 2015 meeting.
3. Transfer of FY14 savings to reserves. Philip Brown moved approval of the transfer of FY14 savings to reserves contingent on Library Director's recommendation. Don Prosser seconded. MOTION passed unanimously.
4. Acceptance of the financial report of November 2014. Gwen Hall reported that we have received about 88% of our property tax revenue. Rd and Person made a motion to approve the financial report. Phil Brown seconded. MOTION passed unanimously.

#### **Librarian's report.**

1. Building and grounds maintenance. The installation of the new fence along the eastern perimeter is under way.
2. Review and acceptance of dates closed for 2015. Rd and Person made a motion to accept the dates closed for 2015. Susan Tulis seconded. MOTION passed unanimously.
3. Review and acceptance of board meeting dates for 2015. Rd and Person made a motion to accept the board dates (listed below). Susan Tulis seconded. MOTION passed unanimously.
4. Review and acceptance of investment policy. Don Prosser made a motion to accept the investment policy as written. Rd and Person seconded. MOTION passed unanimously.
5. Review of executive session minutes. Don Prosser made a motion to keep the executive session minutes closed. Rd and Person seconded. MOTION passed unanimously.
6. Review of levy hearing. Postpone review of levy hearing to January 2015 meeting, if needed.
7. Revision of Meeting Room Policies and Regulations. Rd and Person made a motion to table discussion of the revision. Don Prosser seconded. MOTION passed unanimously.
8. Discussion and possible action on minimum wage increase. Rd and Person made a motion to raise the 4 employees noted in the librarians report to \$10/hour beginning in January 2015. Harriet Simon seconded. MOTION passed unanimously.
9. Safety deposit box signatures. Tabled until January 2015 meeting.
10. Other.

#### **Committee reports.**

None.

#### **Unfinished business.**

1. Earthquake insurance. Tabled until January 2015 meeting.

#### **New business.**

None.

#### **Other.**

Board members expressed their thanks for the lovely holiday gifts.

#### **Adjournment.**

Adjourned at 5:10 pm

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 pm): January 14, February 11, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, \*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**

Susan Tulis, Secretary

**Prepared by:** Susan Tulis, Secretary