

Carbondale Public Library Board of Trustees

Wednesday, November 8, 2017

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

Joyce Hayes, Secretary

Don Prosser, Treasurer (3)

Harriet Simon (2)

Sharifa Stewart (1)

Susan Tulis (2)

Absent.

Julian Pei (1)

Roland Person (1)

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.

Secretary's report.

1. Approval of the October 4, 2017 minutes. Susan Tulis moved to approve minutes with two grammatical corrections. Joyce Hayes seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due November 16, 2017 to December 15, 2017. Bills include payment of larger annual bills to IHLS and other vendors, as some property tax revenue has arrived.. Don Prosser made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for October 2017. A large portion of property tax revenue has arrived (rather late this year). Philip Brown made a motion to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. Two large new windows and one kitchen window were shot with a high powered BB gun on Sunday, October 22nd. The police called the Director at 3:00 a.m. with this information. Cartridges and BBs were found on the ground nearby, and on the ground and porch of the house across the street at 403 W. Monroe. Replacement and labor will cost \$547. This is less than our insurance deductible.

The Director asked the board to take a look at the drywall along the upper floor of the library, which is in disrepair, so that the situation can be discussed further at the December board meeting.

2. Per Capita requirement: Standards Chapter Review: As per the requirements, the library staff and at least one trustee must review Chapter 12, "Safety," of *Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014* (75ILCS 10/8.1,1). Review the check list at the end of the chapter and report your findings. This chapter was discussed. It was noted that the library installed a new fire detection system last year.

3. Per Capita requirement: Review chapter 5 of the "TRUSTEE FACTS FILE, third or fourth edition." The chapter was reviewed and discussed.

4. Other. Interviews are underway for the Maintenance Manager position. We may also begin to utilize Goodwill's Senior Community Employment Program, which places seniors in part time training positions at no direct cost to the library as a host agency.

Committee reports.

None.

Unfinished business.

None.

New business.

1. Closing New Year's Eve, 2017. We are scheduled to close at 3pm on New Year's Eve, as usual. However, the holiday falls on a Sunday, when our hours are 1pm-6pm. If open, we would be open for only two hours. Joyce Hayes made a motion to close on New Year's Eve 2017. Susan Tulis seconded. MOTION passed unanimously.

Other.

Harriet Simon noted that the Friends Book Sale raised over \$3,300.

Adjournment.

Next Board Meetings for 2017 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): December 13.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director