Carbondale Public Library Board of Trustees
Wednesday, December 13, 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
Barbara Levine, Vice President (2)
Joyce Hayes, Secretary
Julian Pei (1)
Roland Person (1)
Harriet Simon (2)
Sharifa Stewart (1)
Susan Tulis (2)

Absent.
Don Prosser, Treasurer (4)

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 November 8, 2017 minutes. Harriet Simon made a motion to approve the minutes. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.
None.

Financial report.
1. Approval of bills payable up to and including bills due December 16, 2017 to January 15, 2018. Roland Person made a motion to pay the bills. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for November 2017. Gwen Hall Grosshenrich reported that 90% of property tax revenues have been received, and PNG grant funds arrived at the level requested. Philip Brown motioned to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.
3. Transfer of FY17 savings to reserves. The library borrowed $200,000 from its reserves account and $100,536.07 from its working cash account to pay bills while awaiting tax revenue. Those accounts will be reimbursed. Julian Pei motioned to move FY17 excess revenue of $54,512.49 into reserves. Susan Tulis seconded. MOTION passed unanimously.

**Librarian’s report.**
1. Building and grounds maintenance and construction; presentation of upstairs renovation needs. The board decided by consensus that the Director should apply for a Live and Learn Construction Grant for the upstairs renovation needs, and include roof replacement in the application.
4. Review and acceptance of investment policy. Roland Person moved to accept the investment policy without changes. Philip Brown seconded. MOTION passed unanimously.
6. Reviewed the City Council’s discussion and passing of the library’s levy. Council members had expressed appreciation for the Library Board’s willingness to keep levy increases at a minimum; Reviewed the city’s taxing body comparison charts.
7. Review of Programs and Services Survey results. The survey had 120 responses. A majority of respondents commented that the library needed a larger space. Should funding become feasible in the future, this does show a need for a library expansion. The Board asked the Director to thank MLS student Paula McNally for designing the survey.
8: Per Capita Requirements: Safety training. Susan Tulis will watch the training video.
9. Personnel: New Maintenance Manager. Josh Fenton was hired. He has experience working with electricity, plumbing, construction and carpentry.

**Committee reports.**
None.

**Unfinished business.**
None.

**New business.**
None.

**Other.**
None.

**Adjournment.**
Adjourned at 5:24 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): January 10, 2018, February 14, 2018, March 14, 2018, April 11, 2018, May 9, 2018, June 13, 2018, July 11, 2018, August 8, 2018, September 12, 2018, October 10, 2018, November 14, 2018, December 12, 2018

Respectfully submitted:

Joyce Hayes, Secretary
Prepared by: Diana Brawley Sussman, Library Director