

Carbondale Public Library Board of Trustees

Wednesday, May 9, 2018

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

Joyce Hayes, Secretary

Don Prosser, Treasurer

Julian Pei

Roland Person

Harriet Simon

Susan Tulis

Absent.

Sharifa Stewart (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 Grosshenrich, Finance Manager

Visitors present.

None.

President's report.

1. The board president has the option to excuse one or more absences from a board member missing more than 3 meetings in FY18 if those absences are in accordance with board bylaws. Tabled.

Secretary's report.

1. Approval of April 11, 2018 minutes. Barbara Levine made a motion to approve the minutes. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

1. Per Capita award letter. Our FY18 annual Per Capita Grant has been awarded for \$32,377.50, an increase after last year's reduced amount. The letter from Illinois Secretary of State and State Librarian Jesse White emphasizes the importance of libraries, and reminds us that the funds may be significantly delayed due to the continued payment backlog.

Financial report.

1. Approval of bills payable up to and including bills due May 16, 2018 to June 15, 2018. Bills standard, as well as database renewals and summer programs. Roland Person made a motion to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for April 2018. Reviewed end of FY18 finances. The library had a really good year, all things considered, without any major unexpected expenses or major revenue losses. The library has ended each fiscal year in the black since the current Director took charge in FY11. Roland Person and Philip Brown commended the Director for keeping expenses in check. The Board agreed unanimously. The Finance Manager was thanked for putting together a thorough report. Philip Brown moved to approve the financial report. Joyce Hayes seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Don Prosser made a motion to and approve expenditure on pump and chemicals from Jaytech to prevent spread of Legionnaires Disease. Roland Person seconded. MOTION passed unanimously. The Board instructed the Director to choose a Sunday to close for parking lot maintenance, as weather permits. Include some repair where the parking lot meets the road as well.
2. Vote on method for collecting non-resident fees. Roland Person made a motion to continue with the Property Tax Bill method and our renter's formula for the collection of non-resident fees. Barbara Levine seconded. MOTION passed unanimously.
3. Change Staff Institute to June 1. The date was agreed upon by consensus.
4. Trustee terms of office.
5. Other. There was some discussion about what may or may not be happening with the vacant lot to the east of the library.

Committee reports.

1. Approval of 4/24/18 Finance Committee minutes. Harriet Simon made a motion to approve minutes. Philip Brown seconded. MOTION passed unanimously.

Unfinished business.

None.

New business.

Patron behavior. There was an incident involving a youth on April 23rd. The young man came in with his mother to apologize and rectify the situation. He was banned until further notice. The Board decided on a one-month ban (April 23 – May 23). The Director will send a letter to the young man's mother to notify her.

Other.

None.

Adjournment.

Adjourned at 5:23 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): 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