

**Carbondale Public Library Board of Trustees**

Wednesday, July 11, 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

Joyce Hayes, Secretary

Don Prosser, Treasurer

Julian Pei

Roland Person

Harriet Simon

Susan Tulis

**Absent.**

Sharifa Stewart (3)

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 and FY19 if those absences are in accordance with board bylaws. Tabled.

**Secretary's report.**

1. Approval of June 13, 2018 minutes. Harriet Simon made a motion to approve the minutes. Philip Brown seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due July 16, 2018 to August 15, 2018. Roland Person made a motion to pay bills. Don Prosser seconded. MOTION passed unanimously.

2. Acceptance of the financial report for June 2018. Financial report: We've transferred working cash to checking account until property tax revenue arrives. We've received the rest of last fiscal year's replacement

tax. We will take a look at the expenses in office equipment and administrative supplies. Susan Tulis made a motion to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. The board considered and rejected an estimate of \$635 for mulching along the north wall of the yard. The library will close on Sunday for parking lot resurfacing (weather permitting). Graffiti on the backside of the fence along Main Street (and on a city sign) has been cleaned, at no charge, by Judge Services. Josh Judge reached out to the library via Facebook with this generous offer, and we are grateful! The library's new public copy machine will be able to fax, scan, and print in either color or black and white. Color printing from library computers and patron devices is now an option as well.
2. Illinois Public Library Annual Report (IPLAR). The Director reviewed the report. Revenue has become more reliable, and registered users have gone up slightly. Circulation and program attendance have both gone down a bit. The board speculated about the possible drop in Carbondale's population with SIU low enrollment and layoffs, and the very high rental vacancy rate.
3. Other. None.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

None.

**Adjournment.**

Adjourned at 5:08 p.m.

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