

Carbondale Public Library Board of Trustees

Wednesday, February 13, 2019

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.

Barbara Levine, President (1)

Joyce Hayes, Secretary (1)

Julian Pei, Treasurer (2)

Philip Brown

Roland Person (2)

Don Prosser (2)

Harriet Simon (2)

Absent.

Susan Tulis, Vice President (3)

The number following the Trustee's name indicates the number of absences this fiscal year. One seat is currently vacant.

Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

Visitors present.

Three visitors.

President's report.

None.

Secretary's report.

1. Approval of the January 9, 2019 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 February 15, 2019 to March 15, 2019. Notable bills include databases and books as we approach end-of-year spending. Barbara Levine suggested that we look into purchasing more audio books and e-books. Roland Person made a motion to pay bills. Philip Brown seconded. MOTION passed unanimously.

2. Approval of the final FY20 budget. Julian Pei made a motion to approve the budget. Roland Person seconded. MOTION passed unanimously.

3. Consideration and approval to open an account for a Community Cares account. Our Social Work Interns have often found that there are miscellaneous needs that they have trouble meeting through any available services. They often refer these needs to area churches, which then struggle to vet and meet the need. We are examining partnerships and methods for possibly filling those service gaps. If the library were to serve

as the fiscal agent on a “Community Cares” account to cover these expenses, a bonded employee would need to be in charge of the final sign-off. Township Relief and other relief funds would have to be utilized first. We will check with other libraries that have social workers about whether they offer relief funds. Before opening an account, we would need to check with insurance providers about any liability issues. The board is not sure that the library would be the appropriate fiscal agent. Perhaps we could find ways to better support and partner with the Township, churches, and other agencies to increase the availability of funds. The library won’t open an account for this purpose at this time. We will continue to research, and discuss it.

4. Consider moving the library’s checking account to a local bank. A while back the board suggested that we look into switching to a local bank in order to support the local economy. Our Finance Manager investigated local options and found that First Southern Bank offers interest checking with no monthly fee, insured beyond \$250,000. Julian Pei made a motion to move the library’s checking account to First Southern Bank. Joyce Hayes seconded. MOTION passed unanimously.

5. Acceptance of the financial report for January 2019. Our Per Capita grant funds have arrived. We are still expecting more property tax revenue. Roland Person made a motion to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

Librarian’s report.

1. Building and grounds maintenance. We discovered that someone had broken into our brick cooling tower enclosure and done some damage to the plumbing in there. We are having the damage assessed to determine the cost of the repair. Doors to the restrooms need refinishing and given new (or renovated) strike plates.
2. Other: - Discussed how the minimum wage increase will impact our budget. Our minimum wage is currently \$10 for shelvers; \$11 for circulation clerks. So, we will not be impacted in the coming fiscal year, though we will be impacted in the future. For example, if we were to raise our minimum wage in May, 2019 (including adjustments to ensure that professional and long-term staff members are all above minimum wage) the annual cost would be \$70,000.
 - Discussed the impact of potential tax cap legislation.
 - The Carbondale Warming Center seems to be going well.

Committee reports.

None.

Unfinished business.

1. Investment policy. Tabled.

New business.

None.

Other.

Patron behavior: Discussed banning a patron “CG” who has checked out hundreds of dollars’ worth of video games and never returned them. He then resorted to convincing others to check out games for him. Again, he never returned the items, resulting in hundreds in fines and lost item fees for those patrons. He has been warned that he would be banned from the library if he did this again. He has done this again, on a minor’s card. Don Prosser made a motion to ban CG for 6 months, and to file a complaint with the Carbondale Police Department for theft. Joyce Hayes seconded. MOTION passed unanimously.

Adjournment.

Adjourned at 5:30 p.m.

Next Board Meetings for 2019 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director