

**Carbondale Public Library Board of Trustees**

Wednesday, May 8, 2019

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:32 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  
Susan Tulis, Vice President  
Joyce Hayes, Secretary  
Philip Brown  
Roland Person  
Don Prosser  
Harriet Simon

**Absent.**

Julian Pei, Treasurer (1 excused)

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.**

One visitor asked about the cost of nonresident fees.

**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 FY19 if those absences are in accordance with Board bylaws. Board President Barbara Levine excused one absence due to illness for Roland Person in FY 2018, and today's absence due to illness for Julian Pei.

**Secretary's report.**

1. Approval of April 10, 2019 minutes. Roland Person made a motion to accept the minutes with minor corrections. Susan Tulis seconded. MOTION passed unanimously.

**Correspondence and communications.**

1. Live & Learn Construction Grant not awarded. Don Prosser made a motion to amend the budget to reflect the denial of the grant. Roland Person seconded. MOTION passed unanimously. The Library Director will prepare a budget amendment.

**Financial report.**

1. Approval of bills payable up to and including bills due May 16, 2019 to June 15, 2019. Harriet Simon made a motion to approve payment of bills. Susan Tulis seconded. MOTION passed unanimously.  
2. Acceptance of the financial report for April 2019. The financial report includes figures that are almost

complete for FY2018, minus any adjustments from the city, and final interest calculations. The Board requested that amounts budgeted for retirement be separated in budget reports to specify IMRF, Social Security, etc., so that the expenses are better matched with the appropriate line item. Susan Tulis made a motion to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

### **Librarian's report.**

1. Building and grounds maintenance:

- The library signed a contract with Harmon Concrete Construction in November of 2018 for the completion of a small portion of concrete. Harmon Concrete requested upfront payment of \$400 for materials costs. We have reached out to Harmon Concrete several times, but as of today no work has been done on the project. The Board advised the Director to write Harmon Concrete a letter explaining that if the job is not completed before the next Board meeting the Board will take further action. The Board is very uncomfortable and unhappy and expects this job to be completed.

- The Board asked the Director to get an estimate on the cost of replacing the roof on the Brush building.

2. Vote on method for collecting non-resident fees. Don Prosser made a motion to continue using the nonresident fee formula we currently use, which employs the tax bill method with our own formula for calculating the fee for renters. Roland Person seconded. MOTION passed unanimously. Philip Brown asked whether there are exemptions or discounts for seniors. The Director confirmed that all property tax exemptions on an individual's property tax bill are subtracted prior to calculating their nonresident fee. This includes exemptions for owner occupied property, senior citizens, and any other exemptions.

3. Trustee terms of office. Susan Tulis and Philip Brown both have terms expiring at the end of June, 2019. They both stated their interest in being reappointed to another three-year term. The Director will convey this to the Mayor so that he may consider reappointing them.

4. Other. The Director discussed the impressive work done by the library's two Social Work Interns Joy Greer-Medley and Shyenda Jacobs this school year. They've completed their internships. SIU's MSW internships do not take place over the summer. Our new intern(s) will be selected in the fall semester.

### **Committee reports.**

1. Approval of 4/29/19 Finance Committee minutes. Susan Tulis moved to approve the minutes with minor corrections. Roland Person seconded. MOTION passed unanimously.

### **Unfinished business.**

None.

### **New business.**

Patron behavior. None.

### **Other.**

None.

### **Adjournment.**

Adjourned at 5:20 p.m.

Next Board Meetings for 2019 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): 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