

**Carbondale Public Library Board of Trustees**

Wednesday, October 9, 2019

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:33 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.**

Susan Tulis, Vice President (1)

Roland Person, Secretary (1 excused)

Joyce Hayes

Chastity Mays (1)

Don Prosser

Harriet Simon (1 excused)

**Absent.**

Barbara Levine, President (1 excused)

Philip Brown (1)

Julian Pei, Treasurer (3 excused)

The number following the Trustee's name indicates the number of absences this fiscal year.

**Visitors.**

None.

**Staff present.**

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

**President's report.**

1. Proposed bylaws amendment to add religious holidays to list of excusable absences for Trustees. Don Prosser made a motion to approve the change in bylaws. Roland Person seconded. MOTION passed unanimously.
2. Request of the Vice President to excuse 10/9/19 absence for President Barbara Levine. Susan Tulis excused Barbara's absence in accordance with the bylaws.

**Secretary's report.**

1. Approval of September 11, 2019 minutes. Harriet Simon made a motion to approve the minutes. Joyce Hayes seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due October 16, 2019 to November 15, 2019. Major bills include: insurance, IHLS fees for the SHARE catalog, new computers to support required windows

upgrades (some paid for by the PNG grant), and the sidewalk repair. Don Prosser made a motion to approve paying the bills. Roland Person seconded. MOTION passed unanimously.

2. Acceptance of the financial report for September 2019. We received some property tax money and our PNG grant funds. Joyce Hayes moved to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

3. FY20 budget amendment decreasing grant funds and construction expenditures. Don Prosser moved to approve the amended FY20 budget. Susan Tulis seconded. MOTION passed unanimously.

4. Resolution to separate Social Security, Medicare, and Tort/Liability levy from the General Corporate Fund levy, so that these levies are issued separately (see below).

5. FY21 levy and preliminary budget adoption.

The separation of these levies is a procedural change:

General Corporate Fund Tax: \$1,002,160

Social Security tax: \$33,460

Tort and Insurance Fund Tax: \$33,379

Medicare tax: \$7,825

Total property tax levies: \$1,076,824

The General Corporate Fund Tax includes the library's General Fund, Audit Fund, IMRF, Building/Maintenance Fund, and Special Reserve Fund.

This represents a \$14,871 increase in our property tax levy. This is a 1.4003% increase.

We have done salary projections for the next five years in order to make every effort to keep our levy low while meeting the minimum wage increases. Don Prosser noted that it is remarkable that we are raising the levy by such a minimal amount given the increase in minimum wage.

Don Prosser made a motion to adopt the division of levies, and to adopt the levies and budget presented for FY21. Roland Person seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance. The sidewalk repair has been completed.

2. Per Capita grant requirements. Discussion of Trustee Facts File chapters: Chapter 13 on Public Relations. The board and Director discussed the library's Public Relations work. All library programs are promoted, and are essentially public relations and community-building in and of themselves. Many programs provide opportunities for partnership with community members and other organizations. For example, WSIU has partnered with the library on film screenings for many years. The library actively engages in coalition work within the community. The library takes an active role in Nonviolent Carbondale, Leadership Carbondale, the Positive Youth Development Coalition, the Warming Center Committee, the Census committee, the SIH Community Benefits Advisory Committee, and participates in partnership opportunities as they arise. The Director frequently presents library services to outside groups. The Director greatly appreciates the fact that the board understands the wider scope and purpose of public libraries, and values the role we play in the community, both within and beyond our walls.

3. Other. Two MSW Social Work Interns will begin assisting library patrons in October. Teen and Youth Program Coordinator Elizabeth Hartman has been hired. Elizabeth has an MLS degree. The library received a telescope from the Astronomical Association of Southern Illinois, paid for by the Carbondale Rotary Club. We look forward to presenting some star-gazing programs, and circulating the telescope to patrons.

### **Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. A patron was banned from the library for starting a fire on the patio. The fire was not for warmth. It was a warm day, and he was burning clothing. He will remain banned until and unless further action from the board is taken.

**Adjournment.**

Adjourned at 5:38 p.m.

Next Board Meetings for 2019 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): November 13, December 11.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director