

Carbondale Public Library Board of Trustees

Wednesday, July 10, 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
Roland Person, Secretary (1 excused)
Julian Pei, Treasurer (2 excused)
Philip Brown
Joyce Hayes
Chastity Mays
Don Prosser
Harriet Simon (1 excused)

Absent.

None.

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. Welcome to new board member, Chastity Mays. Oaths of Office signed by new and reappointed Trustees: Chastity Mays, Philip Brown, Susan Tulis.
2. The board president excused absences for board members Julian Pei, Harriet Simon, and Roland Person on June 12, 2019 in accordance with board bylaws.
3. Trustee committee assignments. Chastity Mays was appointed to the Five-Year planning Committee, and Susan Tulis to the Bylaws Committee.

Secretary's report.

1. Approval of June 12, 2019 minutes. Harriet Simon moved to approve minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due July 16, 2019 to August 15, 2019. Julian Pei made a motion to pay bills. Joyce Hayes seconded.
2. Acceptance of the financial report for June 2019. The Finance Manager reported that we've started paying on our insurance bill and will pay it off in full once property tax revenue is received. The Finance Director and Library Director answered questions. Philip Brown moved to accept financial report. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. The City Attorney sent a letter to Harmon Concrete in Carterville, notifying the company that it has defaulted on its contract with the library and must return a materials deposit, or face litigation. There has been no response from Harmon Concrete.
2. Illinois Public Library Annual Report (IPLAR). The Director distributed the IPLAR Capital Needs Assessment Survey (along with additional notes for clarification about needed projects). The Director reviewed the full IPLAR report. Reference questions, resources owned, and program attendance all increased. The number of programs offered decreased due in part to staff turnover, but the increase in program attendance demonstrates greater program appeal and efficiency. We need to implement a library card sign-up campaign, as active card holders and circulation of materials have decreased.
3. Consider changing the resident card renewal period from annual to once every two, or three, years. The Board discussed this option and decided to keep renewals at one-year in order to perform an annual address check, as residential turnover can be high in Carbondale. This continues to give resident and non-resident cardholders the same renewal period. A change would only facilitate an artificial increase in patron statistics.
4. Other. Newly appointed and reappointed trustees, and the OMA officer are to take the online Open Meetings Act training.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

1. Patron behavior. None.

Adjournment.

Adjourned at 5:11 p.m.

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

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director