

**Agenda Item Details**

Meeting	Jul 19, 2016 - Local Liquor Control Commission and Regular City Council Meeting July 19, 2016
Category	6. Consent Agenda of the City Council
Subject	6.4 Acceptance of Approved Minutes of Boards, Commissions, and Committees
Type	Action (Consent)
Recommended Action	The City Council is requested to accept the approved minutes of Carbondale Boards, Commissions, and Committees and place them on file.

Originating Department:
City Clerk's Office

Background:

Attached are approved minutes for the Council's acceptance from the following Boards, Commissions, and Committee meetings:

- Police Pension Board Special Meeting - April 25, 2016
- Library Board of Trustees - February 10, March 9, April 13, and May 11, 2016

[2016-04-25 Special Police Pension Board Meeting Minutes.pdf \(95 KB\)](#)

[2016-02-10 Carbondale Public Library Board of Trustees Minutes.doc \(38 KB\)](#)

[2016-03-09 Carbondale Public Library Board of Trustees Minutes.doc \(38 KB\)](#)

[2016-04-13 Carbondale Public Library Board of Trustees Minutes.pdf \(142 KB\)](#)

[2016-05-11 Carbondale Public Library Board of Trustees Minutes.pdf \(142 KB\)](#)

Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda which lists several items for approval by the City Council with a single motion. Consent agenda items are usually matters that are routine in nature or considered to be uncontroversial. Items may be removed from the consent agenda at the request of any City Council member.



POLICE PENSION BOARD
April 25th, 2016 at 1:30 pm.
Carbondale Civic Center Room 103
Special Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Police Pension Board of Trustees held a special meeting on Tuesday, April 25th, 2016, at the Carbondale Civic Center, Room 103, 200 South Illinois Avenue for the purpose of an administrative hearing for annual disability review regarding Jeffrey Vaughn. Mark Goddard called the meeting to order at about 1330 hours.

Roll Call

Present: Don Priddy, Mark Goddard, Tony Williams, and Don Ursini.

Absent: Paul Echols

Acknowledgement of Guests

Also present were Finance Director Jeff Davis, Senior Accountant Becky Applegate, presenting attorney Scott Hendricks, Jeff Vaughn, Tammy Vaughn, Vaughn attorney Mike Maurizio, and Pension Board Attorney Dennis Orsey.

2. Public Comments

No public comments were made.

3. Minutes

None available for approval.

4. Bills

A bill due to Arthur Gallagher and Associates in the amount of \$2,668 for fiduciary liability insurance was presented for payment.

MOTION: Ursini moved, Priddy seconded, to pay the bill to Arthur Gallagher and Associates in the amount of \$2,668. ROLL CALL VOTE: Ayes: D. Priddy, M. Goddard, D. Ursini, and T. Williams. Nays: None. Motion declared carried.

5. Special Setting: Administrative Hearing for the annual disability review regarding Jeffrey Vaughn.

A hearing was held in which case presenting attorney Hendricks presented information relative to Jeffrey Vaughn's disability, including a number of exhibits previously provided to board members, beginning at about 1345 hours. Attorney Maurizio also presented information to the board, including live testimony from Jeffrey and Tammy Vaughn. Closing arguments were made, followed by a break at about 1620 hours. A transcript of the meeting was prepared by Southern Reporting.

6. Executive Session Pursuant to 5 ILCS 120/2 {c} (4).

At about 1629 hours, the hearing resumed, at which time Priddy made a motion for the board to go to executive session pursuant to 5 ILCS 120/2 {c} (4) to deliberate the annual disability review hearing of Jeffrey Vaughn. Ursini seconded the motion. The motion carried, and the executive session began at about 1629 hours. The session was audio recorded and secured by Williams.

7) Adjournment/Next Meeting Date

At about 1914 hours the board returned to open session. Attorney Orsey summarized that the board was unable to reach a decision that would be supported by a majority (3/4) vote. Therefore, Jeffrey Vaughn's disability would remain in place as is, pending a new annual review. A formal written decision would be presented by attorney Orsey as soon as it was complete. The next regularly scheduled board meeting is scheduled for 05/17/16 at 1330 hours. Williams motioned to adjourn the meeting. Ursini seconded. Meeting adjourned at about 1916 hours.

Respectfully Submitted,
Anthony Williams
Carbondale Police Pension Board Secretary
AW/clc

Carbondale Public Library Board of Trustees

Wednesday, February 10, 2016

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 (1)

Barbara Levine, Vice President (2)

Joyce Hayes, Secretary

Julian Pei (3) (1 of 3 absences excused by Board President in accordance with by-laws.)

Roland Person (2)

Don Prosser, Treasurer (2)

Harriet Simon (1) (1 of 1 absences excused by Board President in accordance with by-laws.)

Absent.

Sharifa Stewart (3)

Susan Tulis (1)

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.

Two students.

President's report.

None.

Secretary's report.

1. Approval of the January 13, 2016 minutes. Roland Person moved to approve minutes. Harriet Simon seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due February 16, 2016 to March 15, 2016. Gwen Hall Grosshenrich reported a lot of spending on books in preparation for the end of the fiscal year. Online subscription fees due. Don Prosser made a motion to pay bills. Roland Person seconded. MOTION passed unanimously.

2. Approval of FY2017 budget. Library Director presented minor adjustments from preliminary budget to

final, and narrative report. Roland Person moved to approve the FY17 budget. Joyce Hayes seconded. MOTION passed unanimously.

3. Acceptance of the financial report for January 2016. Gwen Hall has been discussing the receivables account with the city. Board discussed increasing the promotion of the Schnucks escrip fundraising program. Don Prosser moved to accept the financial report. Julian Pei seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. The Japanese Garden was severely vandalized overnight on January 27/28. A police report was filed and we are working with the Evergreen Garden Club and mason Philip Harville to repair the garden and its retaining wall.

We are examining options to replace the deteriorating south wall of the Brush building. We could put excess revenue from prior fiscal years toward this project.

2. Other. Our social work intern Shannon Butler now has a caseload of over 60 clients. Paul Brinker at the SIU School of Social Work has selected a second intern to work under Shannon's tutelage, and to continue the program into the summer semester, reducing the potential gap in service. The Library Director has never seen more interest in a program from the community and the press. We've been contacted by the Phoenix Public Library for advice, as they are developing a similar program.

The Director noted that Adult Program Coordinator Wendy Schoof has done an excellent job of setting up programs, particularly art programs, for February.

Committee reports.

Unfinished business.

Roland Person made a motion to move \$51,826 from checking to the building account in IL Funds. Harriet Simon seconded. This is the remaining unspent revenue from FY15. MOTION passed unanimously.

New business.

Other.

Adjournment.

Adjourned at 5:13 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): March 9; April 13, May 11; June 8; July 13; August 10; September 14; October 12; November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Carbondale Public Library Board of Trustees

Wednesday, March 9, 2016

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 (1)

Barbara Levine, Vice President (2)

Joyce Hayes, Secretary

Julian Pei (3) (1 of 3 absences excused by Board President in accordance with by-laws.)

Roland Person (2)

Don Prosser, Treasurer (2)

Harriet Simon (1) (1 of 1 absences excused by Board President in accordance with by-laws.)

Sharifa Stewart (3)

Susan Tulis (1)

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.

One student.

President's report.

None.

Secretary's report.

1. Approval of the February 10, 2016 minutes. Barbara Levine moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

The Library Director shared a greeting card sent on behalf of the Race Unity Group thanking the library for its leadership on the Racial Taboo program.

Financial report.

1. Approval of bills payable up to and including bills due March 16, 2016 to April 15, 2016. Gwen Hall Grosshenrich reviewed the bills, such as the Japanese Garden repair expenses (covered by donations), replacement of time clock software, new carts, and many books. Roland Person moved to approve payment of the bills. Joyce Hayes seconded. MOTION passed unanimously.

2. Acceptance of the financial report for February 2016.

Gwen explained that the city finance department advised us to expense past unrealized revenue as an “other expense,” which she labeled as “prior period adjustment.” It is an expense that does not actually exist. It is not money that was spent. The auditors will most likely change this to an actual prior period adjustment. Julian Pei moved to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian’s report.

1. Building and grounds maintenance. A fundraiser to repair the Japanese Garden has brought in over \$6,000. This includes online donations through Go Fund Me, Friends donations, donations from many individuals, and a \$3,000 donation from an anonymous SIU alum. Heartened by the community’s response, the Evergreen Garden Club is working with Greenridge Landscaping to expand the Japanese Garden. Greenridge is donating some of the labor, and selling wholesale plants and trees for the project. Through generous volunteer efforts and donations, misfortune has been transformed into opportunity.

Several maintenance issues are being addressed as we conclude the fiscal year. The meeting room walls are moisture damaged, so we’ve ordered re-caulking of affected cap stones along the roof and replacement and painting of damaged drywall (\$6,245).

The director has mapped out new and existing Internet connection points in preparation for updated Internet cabling to improve connectivity and allow for the addition of more Internet computers for the public. E-rate paperwork is being submitted to cover 80% of project expenses.

Concerning the replacement of the south wall of the Brush building with a curtain wall, Don Prosser moved that the board authorize the librarian to proceed with engaging an architect. Susan Tulis seconded. The board prefers that the architect charge for finite hours or a percentage of the total contract, rather than on an ongoing hourly basis, so that they may accurately anticipate expenses. The director will find out what the cost, scope of the project and hours/percentage fee might be.

2. April 5th budget hearing. The Library Director will be out of town at the PLA conference. Finance Manager Gwen Hall Grosshenrich will attend the hearing in case there are questions regarding the library’s budget. Don Prosser explained that the library board has authority over the library’s levy and budget, although the hearings are done at city council meetings.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

None.

Adjournment.

Adjourned at 5:47 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): April 13, May 11; June 8; July 13; August 10; September 14; October 12; November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Carbondale Public Library Board of Trustees

Wednesday, April 13, 2016

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 (1)

Barbara Levine, Vice President (2)

Joyce Hayes, Secretary

Julian Pei (3) (1 of 3 absences excused by Board President in accordance with by-laws.)

Roland Person (2)

Don Prosser, Treasurer (2)

Harriet Simon (1) (1 of 1 absences excused by Board President in accordance with by-laws.)

Sharifa Stewart (3)

Susan Tulis (1)

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.

Three students.

President's report.

None.

Secretary's report.

1. Approval of the March 9, 2016 minutes. Roland Person moved to approve the minutes. Barbara Levine seconded. MOTION passed unanimously.

Correspondence and communications.

Per Capita Grant award letter came. The annual grant will be awarded for the coming fiscal year, but with a \$12,411 reduction.

Financial report.

1. Approval of bills payable up to and including bills due April 16, 2016 to May 15, 2016. Philip Brown moved to pay bills. Harriet Simon seconded. MOTION passed unanimously.

2. Set Finance Committee meeting near end of April: April 27, 2016 at 4:00 p.m.

3. Julian Pei moved to authorize the finance committee to approve all bills to be paid by the last day of the fiscal year, not to exceed budgetary authority. Barbara Levine seconded. MOTION passed unanimously.
4. Acceptance of the financial report for February 2016. Discussed end of fiscal year carry over to put toward construction expenditures. Received second Go Fund Me check for Japanese Garden. Received replacement tax distribution. Roland Person moved to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Roland Person moved to declare an emergency to deal with the mold issue in the meeting room. Susan Tulis seconded. MOTION passed unanimously.

Don Prosser made a motion to authorize the library director to spend up to \$30,000 on the meeting room emergency. Philip Brown seconded. MOTION passed unanimously.

The board instructed the Director to find someone to do mold testing, other than the company that would do remediation in order to avoid any conflict of interest. The Director will ask for an architect's recommendation and will consult with board member Julian Pei on this issue.

2. Architectural work for Brush building. Discussed briefly. Action tabled.
3. Reviewed April 5th budget hearing.
4. Compensation and appreciation for social work interns. Philip Brown moved to authorize a \$300 honorarium per semester of service for social work interns, retroactive to include the Fall 2015 internship. Roland Person seconded. MOTION passed unanimously.
5. IHLS 2016 Board Elections discussed.
6. Other. The Director discussed the Public Library Association Conference.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon reported that the Friends' Book Sale earned at least \$3,700 in sales, in addition to memberships. There will be a speaker, Mark Wagner, speaking about the historic Crenshaw House at the Friends' annual meeting on April 21st.

Adjournment.

Adjourned at 6:00p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): May 11; June 8; July 13; August 10; September 14; October 12; November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Carbondale Public Library Board of Trustees

Wednesday, May 11, 2016

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.

Philip Brown, President

Barbara Levine, Vice President

Julian Pei

Harriet Simon

Sharifa Stewart

Susan Tulis

Absent.

Don Prosser, Treasurer (1)

Joyce Hayes, Secretary (1)

Roland Person (1)

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.

None.

Secretary's report.

1. Approval of the April 13, 2016 minutes. Susan Tulis moved to approve. Harriet Simon seconded. One revision: add the name of the person who seconded the motion on social work intern honorarium. MOTION passed unanimously.

Correspondence and communications.

1. The Director asked for the Board's opinion on whether to donate \$100 to the Harvey Welch scholarship. Julian Pei moved to donate \$100 to to the Harvey Welch scholarship. Sharifa Stewart seconded. 4 Ayes (Pei, Simon, Stewart, Tulis). 2 Nays (Brown, Levine). MOTION passed.

2. The Library Director has been selected by Centerstone to receive a Community Champion award.

Financial report.

1. Approval of bills payable up to and including bills due May 16, 2016 to June 15, 2016. Julian Pei moved to pay bills. Philip Brown seconded. MOTION passed unanimously.
2. Acceptance of the financial report for April 2016. Finance Manager Gwen Hall produced charts showing revenue, expenditures, and prior year comparisons. Julian Pei moved to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. See below.
2. Meeting room repairs. Work is underway and/or scheduled with a total cost estimated at around \$16,000.
3. Architectural work for Brush building. Overall, the board preferred the proposal from Harlan Bohnsack. However, before selecting a course of action for the south wall of the Brush building, Philip Brown suggested that we need a plan to address the bigger long-term possibilities, such as expanding the library, renovating the Brush building, or continuing to maintain both buildings. The Library Director will look at options and numbers, talk to other libraries about how to fund an expansion, and possibly seek input from Harlan Bohnsack.
4. Vote on method for collecting non-resident fees. Philip Brown moved to continue using the tax bill method. Harriet Simon seconded. MOTION passed unanimously.
5. Trustee terms of office. The board was reminded of expiring terms to be appointed or reappointed by the Mayor.
6. Compassion survey www.nonviolentcarbondale.org. To create a plan for becoming a Compassionate City, input is being gathered via a survey. Input is needed from as many community members as possible. The board was encouraged to take the survey.
7. Other. Shannon Butler has completed her social work internship. She did a phenomenal job and has been integral to the launch of this innovative program. She created an excellent handbook to guide future interns. Intern Eric Nasir will continue his internship through the summer.

Committee reports.

1. Approval of April 27, 2016 Finance Committee minutes. Julian Pei moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

Unfinished business.

New business.

Other.

Harriet Simon reported that the Friends had a successful annual meeting with a presentation on the Crenshaw House.

Adjournment.

Adjourned at 5:29 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): June 8; July 13; August 10; September 14; October 12; November 9; December 14.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director