

Request for City Council Action

Date: May 7, 2013

Agenda Section: Consent Agenda No. 4	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions and Committees No. 4.4	Approved:

Background:

Attached for Council review and acceptance are minutes from the meetings of City boards, commissions and committees which have recently been sent to the City Clerk's Office.

Recommended Action:

The Council is requested to accept the following sets of minutes and place them on file:

Preservation Commission – March 18, 2013

Carbondale Public Library Board of Trustees - February 20 and March 13, 2013

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

MINUTES

City of Carbondale Preservation Commission Monday, March 18, 2013 City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Chair Parkinson called the meeting to order at 7:00 p.m.

Members Present: Benedict, Clark, Comparato, Doherty, Ittner, Parkinson, Sigler, VanAwken

Members Absent: Booker

Staff Present: Price

Guests: None

2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Sigler, to approve the minutes of February 11, 2013, with one minor change on page three.

3. **Communications and Reports:**

- A. Educational and Technical Committee

Ms. Ittner spoke about the items available in the Planning Services Library and encouraged everyone to become familiar with the resources there.

Mr. Parkinson suggested that the Commission go visit the library during next month's meeting. He asked that Mr. Price email last year's work plan and the most recent committee list to the members.

4. **Old Business:**

- A. Member Resumes to be Completed

Mr. Parkinson asked everyone to be sure they've submitted their resumes to Mr. Price for his files. He stated that he had asked Mr. VanAwken to compose proposed language for a plaque for the land adjacent to the new Public Service Center regarding the history of that land.

Mr. VanAwken read aloud what he had written for the plaque.

There was discussion about whether the name of the college was “Carbondale College” or “College of Carbondale” in order to assure the result is correct. There was also discussion about raising the money for the plaque and obtaining permission to place it on that parcel of land as well as the possibility of a plaque on the Bush property adjacent to the Carbondale Public Library.

5. **New Business:**

A. 700 West Cherry Street Preservation Award

Mr. Sigler moved, seconded by Mr. VanAwken, to approve the award.

Ayes - 8 (Clark, Comparato, Doherty, Ittner, Parkinson, Sigler, VanAwken, Benedict)

No - 0

B. Preservation Commission Objectives for the Future

There was discussion regarding the next three years of progress, to be taken in a more proactive manner, for the Commission. Ideas included a public survey, broader publication of the Commission and what it does, informational programs to groups and schools, and producing the history of specific properties for publication.

The requirement for new office members being voted on at the next meeting was discussed. Mr. Parkinson and Mr. Sigler stated that they are willing to stay in their current positions for the next year. A nomination committee was formed.

6. **Comments by the Public, Commission Members and Staff:**

None

7. **Adjournment:**

Mr. Parkinson adjourned the meeting at 8:11 p.m.

MINUTES

Call to order.

The meeting was called to order at 4:30 pm.

Roll call. Present:

Roland Person, President (1)
Barbara Levine, Vice President (1)
Susan Tulis, Secretary
Julian Pei, Treasurer (1)
Joyce Hayes
Don Prosser (2)
Philip Brown (1)
Harriet Simon (2)

Absent:

None. (Note: Hazel Grant has respectfully resigned from the board.)
The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present:

Diana Brawley Sussman, Library Director
Christine Fine, Circulation and Finance Manager

Visitors present:

None.

President's report.

None.

Secretary's report.

1. Approval of the January 9, 2013 minutes. Harriet Simon made a motion to approve the minutes. Barbara Levine seconded. MOTION passed unanimously.

Correspondence and communications.

1. List of Heads of Government meetings for 2013 given to Treasurer, Julian Pei.
2. Thank you card to the board from Hazel Grant.
3. Two newspaper articles share: One featuring Accounting Clerk George Pal, the other reporting the Library Director's participation as a mentor in the Illinois State Library's ILEAD USA program. (Both in the Carbondale Times).

Financial report.

1. Approval of bills payable, up to and including bills due February 16, 2012 to March 15, 2013. Don Prosser made a motion to approve payment of bills. Philip Brown second. MOTION

MINUTES

passed unanimously.

2. Acceptance of the financial report for January 2013. The Director and Finance Manager reported: \$117,121.68 came in from property taxes. That leaves \$8,712.80 in property tax not yet received. The Southern Arts fund grant will be added to the financials next month. Financials are in order in terms of projected expenses. Christine Fine is working on setting up an account with American Express, which would bring us about \$1,200 in cash back each year. Report accepted by consensus.

3. Approval of FY14 budget. After thorough discussion Don Prosser made a motion to approve the FY14 library budget, which shows \$1,070,490 in projected revenue and \$1,050,490 in projected expenses. Julian Pei seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds. Reviewed potential repairs that fit within this year's budget and still allow the library to reserve enough funds to cover a substantial portion of the match required for the Live and Learn Construction Grant. The grant, if awarded, will provide \$78,461.00 for renovations and repairs, and will require an equivalent match from the library. The Friends of CPL have pledged \$10,000 toward meeting that match. The work would be done, and expenses incurred, in FY14.

2. Consideration of e-rate service related bids. The library Director reported that she had reviewed bids for e-rate services, signed a contract with Clearwave within the allowable e-rate contract window, for Internet service. Phone service will remain with our current service provider on a month-to-month basis. Don Prosser made a motion to ratify the library director's actions. Susan Tulis seconded. MOTION passed unanimously.

3. Other. The library received a \$1000 Southern Arts Fund Grant from Carbondale Community Arts Southern Arts Fund and the Illinois Humanities Council, a state agency for a teen art program. Since increasing Internet access from 60 minutes to 90 minutes per person, the computers have been heavily used. We added three public Internet computers. Right now these are older computers that had served staff, but had to be replaced in order to ensure compliance with the new circulation database.

Committee reports.

None.

Unfinished business.

None.

Carbondale Public Library Board of Trustees
Wednesday, February 20, 2013
4:30 p.m.

Meeting Room
405 West Main St.
Carbondale, IL

62901

MINUTES

New business.

None.

Other.

None.

Adjournment.

The meeting adjourned at 5:12 pm.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings for 2013 (all in Public Library meeting room, 4:30 p.m.): February 20
(February's meeting will be on the third Wednesday of the month.), March 13, April 10, May 8,
June 12, July 10, August 14, September 11, October 9, November 13, December 11.

MINUTES

Call to order.

The meeting was called to order at 4:31 pm.

Roll call. Present:

Roland Person, President (1)
Barbara Levine, Vice President (1)
Susan Tulis, Secretary
Julian Pei, Treasurer (1)
Joyce Hayes
Don Prosser (2)
Philip Brown (1)
Harriet Simon (2)

Absent:

None.

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

Staff present:

Diana Brawley Sussman, Library Director

Visitors present:

Three individuals.

Introductions and audience to 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.

President's report.

None.

Secretary's report.

1. Approval of the February 20, 2013 minutes. Joyce Hayes made a motion to approve minutes. Harriet Simon seconded. MOTION passed unanimously.

Correspondence and communications.

Received notice of the public hearing for a special use permit on the adjacent Monroe Street property. The library director reported that she attended the public hearing regarding the special use permit request on the adjacent Monroe Street property (the vacant lot to the east of the library), and voiced the library board's previously stated concerns. She reported that as stated in the hearing, there is litigation pending between the property owner and the City of Carbondale. A representative of the property owner stated that the City Manager had asked the owner to bring the issue back to the Planning Commission. The owner has made additional concessions to the construction plans. The Planning Commission voted to recommend that the city council grant the special use permit. It will go before the council on March 19th. The board expressed that there is no change in their opposition to the Special Use permit on Monroe Street. The Director will restate their concerns at the forthcoming City Council meeting.

MINUTES

Received notice on a property tax reduction request for the Villas. We did not receive notice on Kohls, but we are aware that they have requested a reduction as well. The board wishes to take action in opposition to these and other proposed reductions in excess of \$100,000.

Harriet Simon made a motion to give the library director authority to enter into an intergovernmental agreement with other area taxing bodies to hire legal representation, purchase property reassessments and state opposition to appeals for property tax reduction from this day forward. The motion was seconded by Joyce Hayes. Vote: 7 yes, 0 no, 1 abstention (Prosser). MOTION passed.

Financial report.

1. Approval of bills payable, up to and including bills due March 16, 2012 to April 15, 2013. Philip Brown made a motion to pay bills payable. Susan Tulis seconded. MOTION passed unanimously.
2. Acceptance of the financial report for February 2013. Diana Sussman gave the financial report. Julian Pei made a motion to accept the report. Joyce Hayes seconded. MOTION passed unanimously.
3. Set a Finance Committee meeting for end of year expenses in late April

Librarian's report.

1. Building and grounds. The following maintenance expenses will be considered this fiscal year, as the budget allows: Replacement of thermostats, replacement of upholstery (supported by a donation from the Friends), purchase of a lift for in-house repairs, outdoor lighting, asbestos removal in the Brush mechanical room, tree trimming, fence repair). Estimates are being sought.
2. Reviewed FY13 narrative report to city.
3. Patron conduct issues. Due to repeated violations of the Patron Conduct Policy, Don Prosser made a motion to ban Jerry R. Stewart from the Carbondale Public Library until further vote of the board. Susan Tulis seconded. MOTION passed unanimously.
4. Special use permit request on adjacent Monroe Street property discussed above.

Committee reports.

Tuesday, April 30, 10:00 am finance committee meeting.

Don Prosser made a motion 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. Roland Person seconded. MOTION passed unanimously.

Unfinished business.

None.

New business.

None.

Other.

Susan Tulis announced the April 1st Edible Book contest 2:00 pm – 5:00 pm at Morris Library.

Philip Brown suggested that the director bring opportunities for the board to be more proactive. The Director invited the board to express their opinions on library related issues to the City Council, and to attend City Council meetings when the library is on the agenda.

Carbondale Public Library Board of Trustees
Wednesday, March 13, 2013
4:30 p.m.

Meeting Room
405 West Main St.
Carbondale, IL 62901

MINUTES

Adjournment.

The meeting adjourned at 5:27 pm.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by:

Diana Brawley Sussman, Library Director

Next Board Meetings for 2013 (all in Public Library meeting room, 4:30 p.m.): April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11.