

**Agenda Item Details**

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Meeting	Nov 15, 2016 - Regular City Council Meeting November 15, 2016
Category	2. Consent Agenda of the City Council
Subject	2.3 Acceptance of Approved Meeting Minutes from Boards, Commissions, and Committees
Type	Action (Consent)
Recommended Action	Accept the approved meeting minutes from the Boards, Commissions, and Committees and place them on file

Originating Department:  
City Clerk's Office

**Background:**

Attached for City Council review and acceptance are approved meeting minutes from the following Boards, Commissions, and Committees:

Carbondale Public Library Board of Trustees - June 8, July 13, and August 10, 2016

[2016-06-08 Carbondale Public Library Board of Trustees Minutes.pdf \(142 KB\)](#)

[2016-07-13 Carbondale Public Library Board of Trustees Minutes.pdf \(143 KB\)](#)

[2016-08-10 Carbondale Public Library Board of Trustees Minutes.pdf \(143 KB\)](#)

**Carbondale Public Library Board of Trustees**

Wednesday, June 8, 2016

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.**

Philip Brown, President

Joyce Hayes, Secretary (1)

Roland Person (1)

Harriet Simon

Sharifa Stewart

Susan Tulis

**Absent.**

Barbara Levine, Vice President (1)

Don Prosser, Treasurer (2)

Julian Pei (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.**

1. Election of Trustee officers (President and Vice President) to begin service July, 2016. Harriet Simon moved to re-elect Philip Brown as President and Barbara Levine as Vice President. Susan Tulis seconded. MOTION passed unanimously.

**Secretary's report.**

1. Approval of the May 11, 2016 minutes. Roland Person moved to approve the minutes. Susan Tulis seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due June 16, 2016 to July 15, 2016. Discussed bills, particularly meeting room repair expenses. Roland Person moved to pay bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for May 2016.

Gwen Hall Grosshenrich reported that the library has received a little bit of replacement tax revenue. Susan Tulis moved to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance and construction. The Director presented options for managing the deteriorating south wall of the Brush annex building, a prospective building expansion analysis, the results of a building expansion survey answered by ten Illinois libraries, and financial considerations for current and future construction. After much discussion, Roland Person made a motion to select option 1 for the south wall of the Brush building (EIFS infill with windows). Sharifa Stewart seconded. MOTION passed unanimously.

2. Illinois Public Library Annual Report (IPLAR). The report is in progress.

3. Other. The Director informed the board of several internal staffing changes.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

1. Vote to appoint FOIA/OMA officer(s). Roland Person moved to continue with current officers for FOIA (Diana Brawley Sussman and Gwen Hall Grosshenrich) and OMA (Diana Brawley Sussman). Joyce Hayes seconded. MOTION passed unanimously.

2. Review minutes from closed sessions. Philip Brown moved that the closed session minutes remain closed. Harriet Simon seconded. MOTION passed unanimously.

3. Adopt prevailing wage ordinance. Roland Person moved to adopt the prevailing wage ordinance. Joyce Hayes seconded. MOTION passed with 6 ayes, 0 nays, 3 absent.

4. DCI Biologicals Carbondale, LLC (\$50 per month per space for parking spaces). Discussion leaned toward receiving at least \$50 per space with no guaranteed specific spaces. The only guarantee would be that they won't get towed. Roland Person moved to authorize the director to negotiate on parking. Susan Tulis seconded. MOTION passed unanimously.

### **Other.**

None.

### **Adjournment.**

Adjourned at 5:43 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): 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, July 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

Barbara Levine, Vice President (1)

Joyce Hayes, Secretary (1)

Don Prosser, Treasurer (2)

Julian Pei (1)

Roland Person (1)

Harriet Simon

Susan Tulis

**Absent.**

Sharifa Stewart (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 June 8, 2016 minutes. Roland Person moved to approve minutes. Susan Tulis seconded. MOTION passed unanimously with the correction of one typo.
2. Approval of the June 22, 2016 special board meeting minutes. Harriet Simon moved to approve minutes. Joyce Hayes seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due July 16, 2016 to August 15, 2016. Bills included \$11,000 for meeting room repair, our 1<sup>st</sup> insurance payment of the fiscal year, a minor roof repair and other

standard expenses. Barbara Levine moved to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for June 2016. We received our per capita grant, which had an expected reduction. We appreciate that it came in a timely manner. Don Prosser moved to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance and construction.

a. South wall of the Brush building: Preliminary work is underway, including environmental testing and architectural measurements.

b. Other: We are having trees trimmed around buildings where they touch the roof or overhang the HVAC system. We had masonry inspected and need our capstones re-laid correctly.

2. Illinois Public Library Annual Report (IPLAR). Reviewed. The Director would like to increase the number of library card holders with a marketing campaign.

3. Other. We are doing a trial of PrinterOn, which allows patrons to print from their own devices to the library's printer. We will probably purchase this subscription. It is easy to use, affordable, and fulfills a recommendation from the Edge Assessment (thus partly fulfilling a Per Capita Grant requirement). The staff also saw a demonstration of a scanning/faxing self-service station, which was really nice, but expensive.

Philip Brown received a document from Jane Adams regarding "further conversations on violent crime." The board briefly discussed the summary of suggestions from community forums, as it relates to the library. Education is a large part of the solution. Our programming makes the library a destination for civil discourse and we can reach out to the community in non-polarizing ways. Philip Brown will send the document to the Director for distribution to the board so that it can be discussed further.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

Harriet Simon reported that the Friends' book sale banner is hanging over Main Street. The sale is this weekend.

### **Adjournment.**

Adjourned at 5:15 p.m.

Next Board Meetings for 2016 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): 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, August 10, 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.**

Barbara Levine, Vice President (1)  
Julian Pei (1)  
Roland Person (1)  
Harriet Simon  
Sharifa Stewart (1)  
Susan Tulis

**Absent.**

Philip Brown, President (1)  
Joyce Hayes, Secretary (2)  
Don Prosser, Treasurer (3)  
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 July 13, 2016 minutes. Minutes: add word "in" Susan Tulis motioned to approve minutes with the correction of one typo. Roland Person seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due August 16, 2016 to September 15, 2016. Gwen Hall Grosshenrich reported that there are mostly standard bills this month. We added a subscription to PrinterOn so that patrons can print from their own laptops and devices. Roland Person moved to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for July 2016. Harriet Simon moved to accept the financial report. Julian Pei seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance and construction.

a. Decisions about plans and estimated probable costs on south wall of the Brush building.

Architect Harlan Bohnsack presented 3 options for the south wall of the Brush building: Encapsulate the wall (not recommended); replace the wall w/ metal siding and windows; replace the wall with EIFS and windows. Other considerations: Laminated safety glass is recommended, but more expensive; could put the windows higher to reduce the likelihood of vandalism; could reduce the number of windows to reduce cost. The board liked the idea of putting the sills up at 5 or 6 feet, with the windows themselves 3 feet high and 4 feet wide. As an example, 4 windows instead of 8 would reduce the cost by about \$7,500. Harlan stated that he would like to get the bid documents done next week.

Roland Person moved to adopt option 2 (metal panels) with 4-5 aluminum storefront windows highly placed. Diana Sussman and Harlan Bohnsack will make decisions about siding colors and window placement. Harriet Simon seconded. This brings the estimated cost to \$85,000-\$90,000 plus architectural fees. MOTION passed unanimously.

b. Discussed the scheduled masonry repairs to be performed on the capstones.

2. Insurance. Tabled.

3. Discussion about the library's role in finding solutions to violence in the community. Tabled.

4. Other. None.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

1. Review and revise Electronic Information Network policy, including Internet Access and Internet Safety to ensure current and accurate language. Roland Person moved that we adopt and file the revised Internet policy with discussed revisions. Sharifa Stewart seconded. MOTION PASSED unanimously.

2. Reaffirmation of ongoing CIPA compliance: Roland Person made a motion that the library board certifies that the Carbondale Public Library is CIPA compliant and has maintained CIPA compliance since the federal adoption of the Children's Internet Protection Act. Julian Pei seconded. MOTION passed unanimously.

**Other.**

None.

**Adjournment.**

Adjourned at 5:52pm

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

**Respectfully submitted:**

Joyce Hayes, Secretary

**Prepared by:** Diana Brawley Sussman, Library Director