

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

Carbondale Public Library Board of Trustees

Wednesday, August 14, 2019

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.

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.

None.

Secretary's report.

1. Approval of July 10, 2019 minutes. Roland Person made a motion to approve minutes with one correction. Joyce Hayes seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due August 16, 2019 to September 15, 2019. Larger bills include Lazerware. Roland Person made a motion to approve payment of bills. Harriet Simon seconded. MOTION passed unanimously.

2. Acceptance of the financial report for July 2019. We have Received about \$7,000 in replacement tax so far, and no other tax revenue. We will have to temporarily transfer funds from savings after the next payroll.

It was noted that we need to move a Baker & Taylor expense from dues to licenses. Roland Person made a motion to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Don Prosser made a motion for the library to cover a \$2,100 expense for the installation of an electricity poll for city-owned outdoor security cameras on library property. Philip Brown seconded. MOTION passed unanimously. The city will cover remaining expenses. The cameras, equipment, and video footage will be the property of the city. It is hoped that this partnership will improve neighborhood safety. We accepted a low \$680 estimate from John Caudill Concrete Service for the concrete work that was never completed by Harmon Concrete. We have estimates for both the Brush building and main library roofs, and some other known expenses, which will help with preparing a Live & Learn Construction grant, and preparing a budget amendment.

2. Other. We are currently accepting applications for MSW Social Work Interns. Congratulation to Trustee Harriet Simon. She has been awarded a "Good Neighbor" award from WSIU in recognition of her volunteerism.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

1. Patron behavior. A teen (D.W.) has been banned for six months for stealing a bike. We were able to identify him using security footage without any police intervention. We talked to him about it, and he returned the bike.

Adjournment.

Adjourned at 5:08 p.m.

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

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Carbondale Public Library Board of Trustees

Wednesday, September 11, 2019
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.

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

Absent.

Susan Tulis, Vice President (1)
Chastity Mays (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: an Eagle Scout; Social Work Intern Shacon Scott

President's report.

None.

Secretary's report.

1. Approval of August 14, 2019 minutes. Philip Brown made a motion to accept the minutes. Harriet Simon seconded. MOTION passed unanimously.

Correspondence and communications.

Financial report.

1. Approval of bills payable up to and including bills due September 16, 2019 to October 15, 2019. Roland Person made a motion to pay bills. Joyce Hayes seconded. MOTION passed unanimously.
2. Acceptance of the financial report for August 2019. Books have been the primary purchases. We have received no property tax revenue yet. We have borrowed \$100,000 from reserves so far this year. Julian Pei made a motion to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.
3. Discussion of FY21 and long-term budgeting priorities. The board discussed meeting the increased

expenses associated with the minimum wage increases as a budgeting and levying priority through 2025. The board also explored the possibility of eliminating fines on children's materials, which would decrease annual revenue by about \$3,600 - \$3,700 per year. This was their first introduction to this nationwide trend toward removing barriers to access, encouraged by ALA and adopted by several Illinois libraries. Some board members felt disturbed by the idea that eliminating fines would remove personal responsibility from patrons. They generally concluded that it is difficult to consider a revenue decrease at the same time as increased expenditures. The FY2020 budget needs to be amended to reflect a decrease in anticipated grant revenue and a decrease in construction expenses, as we did not receive the Live & Learn Construction grant we'd submitted. We will budget for that project and resubmit the grant in FY2021, carrying over whatever revenue we can to put toward those associated expenses.

Librarian's report.

1. Discussed building and grounds maintenance.
2. Per Capita grant requirements. Discussion of Trustee Facts File chapters: Chapter 11 on Fundraising; Chapter 12 on Advocacy. The board noted that they are grateful for the fundraising efforts of the Friends. They discussed advocacy laws as they apply to public bodies. They discussed potential threats on the horizon that would reduce revenue and services, including the potential loss of home rule due to a population decrease, and any property tax caps the legislature may pass.
3. Other. Discussed an IDHR complaint submitted by a former employee and related insurance coverage. Two Social Work Interns are currently in training. Teen & Youth Program Coordinator Jennifer Johansson has resigned. She is moving away. Several candidates were interviewed. MLIS degreed librarian Elizabeth Hartman was hired to fill the position.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

1. Patron behavior. Discussed a patron hygiene issue. No action taken at this time.

Adjournment.

Adjourned at 5:30 p.m.

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

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

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

Carbondale Public Library Board of Trustees

Wednesday, November 13, 2019

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.

Barbara Levine, President (1 excused)

Susan Tulis, Vice President (1)

Roland Person, Secretary (1 excused)

Julian Pei, Treasurer (3 excused)

Philip Brown (1)

Harriet Simon (1 excused)

Absent.

Joyce Hayes (1)

Chastity Mays (2)

Don Prosser (1)

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.

None.

Secretary's report.

1. Approval of October 9, 2019 minutes. Philip Brown moved to approve the minutes with corrected typos. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due November 16, 2019 to December 15, 2019. Bills of interest include the light pole for Japanese Garden. Roland Person moved to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for October 2019. We have received all but \$150,000 in property taxes. We don't always receive the exact amount levied, due to delinquent payments. The board asked the Director to reach out to the

Jackson County Treasurer's office to ask whether the library receives its share of taxes due when that debt is sold. Julian Pei moved to accept the financial report. Harriet Simon seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance discussed.
2. Per Capita Grant Requirement: Review Appendices A-D of the Trustee Fact File. Discussed the appendices, particularly focusing on "The Freedom to Read" in a modern context. The version in the manual is from 1991. It focuses on books as the primary source of media. It also focuses on government censorship, whereas a lot of today's censorship stems from online social pressures. As a group, librarians and trustees agree with the freedoms asserted, though our modern context sometimes makes defending those freedoms all the more difficult. For example, we might question this statement: "We trust Americans to recognize propaganda and misinformation." It turns out that further education in information literacy is sorely needed, as Americans often do not recognize propaganda and misinformation. However, we still respect and defend the rights of individuals to "make their own decisions about what they read and believe." The board discussed specific recent situations in which libraries have needed to defend the first amendment, the freedom to read, and the freedom to view. For example, this controversy arose when O'Fallon Public Library did a program featuring the picture book *Justice Makes a Difference* by Dr. Artika Tyner. A group in the community argued that the program wasn't designed for "everyone," as some people perhaps do not approve of justice for all people. The library won an Intellectual Freedom Award for continuing with the program.
3. Other. The new Teen and Youth Program Coordinator Elizabeth Hartman is getting settled into her position. Our Children's Librarian Pat Luebke is retiring at the end of January. We are happy for Pat, but she has done such an excellent job, it will be difficult to find a suitable replacement. We hope to get a new librarian in place in time for a full month of training with Pat, and we have budgeted accordingly. Barbara Levine will help the staff to draft and revise personnel policy revisions prior to presentation to the full board, including a new Maternity and Paternity policy, and updated language for several other policies.

Committee reports.

None.

Unfinished business.

None.

New business.

1. Patron conduct.

Other.

None.

Adjournment.

Adjourned at 5:18 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 pending board approval (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

Foreign Fire Minutes

10/10/19

Call to Order 8:59 AM

Attendees

Chief Hertz, Schultz, Brown, Mallady, Earll, Young, Seger

Guests: None

Prior meeting minutes

Approved- Hertz, Earll (7-0)

Last Meeting Follow-up

1. None

New Business

1. Treasurer's report:
 - Current avail balance- \$54,599.45
 - Motion to approve Schultz, Earll (7-0)
2. Purchase of Kobalt Bolt Cutters \$30. Seger, Brown. (7-0)
3. Purchase of Folding Tables \$400. Hertz, Mallady (7-0)
4. Purchase of Dewalt Leaf Blowers (3) \$600. Hertz, Schultz (7-0)
5. Purchase of Dewalt Batteries (6) \$1325. Hertz, Earll (7-0)
6. Purchase of Dewalt Tool Boxes \$500. Hertz, Brown (7-0)
7. Purchase of Grip Kits for tools \$80 Schultz, Earll (7-0)
8. Purchase of Stanchions for 1936 Diamond T. \$400 Seger, Brown. (7-0)

Motion to Adjourn 9:40 AM Mallady, Schultz (7-0)

Foreign Fire Minutes

Special Meeting

11/18/19

Call to Order 8:58 AM

Attendees

Chief Hertz, Schultz, Brown, Mallady, Earll, Young.

Guests: None

Prior meeting minutes

Approved- Hertz, Schultz (7-0)

Last Meeting Follow-up

1. Dewalt Leaf Blowers are currently backordered.

New Business

1. Treasurer's report:
 - Treasurer absent. Approx. balance of 51,264.45 (Not Official Balance)
2. Purchase of Uniforms for department members up to \$5000. Schultz, Young (5-1)
3. Purchase of Streamlight flashlights up to \$2500. Mallady, Earll (6-0)
4. Purchase of wifi extenders. \$100. Earll, Brown (6-0)
5. Purchase of Burn pan for Station 2.
 - Tabled to explore options.
6. Purchase of Grill plates and Igniter for Station 1. \$150 Young, Mallady (6-0)
7. Approval of 2020 Meeting Calander. Hertz, Brown (6-0)

Motion to Adjourn 9:37 AM Hertz, Schultz (6-0)

Foreign Fire Minutes

Regular Meeting

12/12/19

Call to Order 1:30 PM

Attendees

Chief Hertz, Schultz, Seger, Mallady, Earll, Young.

Guests: None

Prior meeting minutes

Approved- Hertz, Earll (6-0)

Last Meeting Follow-up

1. Burn pan for station #2.
 - Item did not receive a motion. Item dies.

New Business

1. Treasurer's report:
 - Current available balance \$44,124.72
 - Motion to approve. Mallady, Schultz (6-0)
2. Purchase of bonded earplugs for department members.
 - Department to purchase during restock of hearing protection.
 - Item did not receive a motion. Item dies.
3. Purchase of Exercise bike package.
 - Foreign Fire Board will attempt to avoid monthly subscriptions/ reoccurring costs when possible and research cheaper options.
 - Item did not receive a motion. Item dies.
4. Purchase of Target Solutions Software membership and Equipment. \$8100 Schultz, Earll (6-0)
5. Purchase of Floor Jack for Rescue 1. \$75 Hertz, Mallady (6-0)
6. Set aside \$500 for station toiletries fund. Seger, Schultz (6-0)
7. Young to explore Internet/ Cable due to poor service.

Motion to Adjourn 2:06 PM Hertz, Schultz (6-0)