

# Request for City Council Action

**Date:** July 15, 2014

<b>Agenda Section:</b> Consent Agenda  <b>No.</b> 5	<b>Originating Department:</b>  City Clerk's Office
<b>Item:</b> Acceptance of Minutes of Boards, Commissions, and Committees  <b>No.</b> 5.7	<b>Approved:</b>

**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 minutes and place them on file:

Carbondale Public Library Board of Trustees – April 9 and May 14, 2014

Police Pension Board of Trustees – May 27, 2014

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 \_\_\_\_\_

**Carbondale Public Library Board of Trustees**  
Wednesday, April 9, 2014  
4:30 p.m.

Meeting Room  
405 West Main St.

## **MINUTES**

### **Call to order.**

Meeting 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.

### **Present.**

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

### **Absent.**

Julian Pei (1 + 7 excused)

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

### **Staff present.**

Diana Brawley Sussman, Library Director  
Gwen Hall, Finance Manager

### **Visitors present.**

Twelve visitors.

### **President's report.**

None.

### **Secretary's report.**

1. Approval of the March 12, 2014 minutes. Harriet Simon made a motion to approve minutes.  
Barbara  
Levine seconded. MOTION Passed unanimously.

### **Correspondence and communications.**

None.

### **Financial report.**

1. Approval of bills payable up to and including bills due April 16, 2014 to May 15, 2014. Philip Brown made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.
2. Appointment of Trustee(s) to serve on the Finance Committee. Harriet Simon nominated

Roland Person to serve in place of Julian Pei on the Finance Committee. Barbara Levine seconded. MOTION passed unanimously.

3. Set Finance Committee meeting near end of April: April 28, 2014 at 10:00 a.m.
4. 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 authorizes finance committee to pay bills. Joyce Hayes seconded. MOTION passed unanimously.
5. Acceptance of the financial report for March 2014. Discussed end of fiscal year finances. Don Prosser made a motion to approve the financial report. Susan Tulis seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance and construction. We expect the new entryway structures to be installed and the interior skylight to be repaired this month when weather permits. The Illinois State Library has granted us an extension on our April 16 due date for construction to be completed and expended, so we will not be in violation of our grant agreement if the project is delayed.
2. Staff Day. The library will be closed on April 11 for our annual staff day. Staff will receive Nonviolent Intervention Training provided by H-Group to learn how to recognize and de-escalate anger during simple disagreements and more threatening situations. They will also take a backstage tour of McLeod Theater.
3. Library marketing and community outreach. We are hoping to have Lisa Poignant Waskin, Director of the Hodgkins Public Library District in Illinois visit with key staff, and then with our board and Friends at the June board meeting. Ms. Waskin has worked on Marketing with many libraries, and taught marketing at the University of Illinois. We would cover her travel expenses and make a small donation to her library.
4. Other. We are working on many community-focused projects, for example: H-Group submitted a federal drug-free community grant on behalf of the Positive Youth Development Coalition, which the Library Director co-chairs; the Library Director wrote an Ezra Jack Keats grant for inter-generational programming with the Boys & Girls Club and Senior Adult Services; Circulation Clerk Jeff Sheppard has been recording community stories and inter-generational interviews in coordination with Nonviolent Carbondale partners; two technical writing classes at SIU worked with the library for their marketing projects.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

1. Closed Executive Session: The Board is requested to pass a motion to hold a closed meeting to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees (5 ILCS 120/2(c)(1)). At the conclusion of the closed meeting, the Board is requested to pass a motion to return to open session. In the event that any other action is to be taken as a result of the discussions held in the closed meeting, final action will be taken only in open session and will be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

At 5:17 p.m. Susan Tulis made a motion to motion to go into a closed meeting. Barbara Levine seconded. MOTION passed unanimously.

At 5:25 p.m. the open meeting was again called to order.

Roll was called. Trustees present: Roland Person, Philip Brown, Susan Tulis, Don Prosser, Joyce Hayes, Barbara Levine, Harriet Simon, Sharifa Stewart. Staff present: Diana Brawley Sussman. Trustees absent: Julian Pei.

Don Prosser made a motion to support the Director's recommendation to offer Maintenance Manager Jimmy Kalert a \$1,400 merit-based increase in addition to the 3% cost of living increase for staff in FY15. Philip Brown seconded. MOTION passed unanimously.

**Adjournment.**

Meeting adjourned at 5:27pm

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): May 14, June 11, July 9, August 13, September 10, October 8, November 12, December 10

**Respectfully submitted:**

Susan Tulis, Secretary

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

**Carbondale Public Library Board of Trustees**

Wednesday, May 14, 2014

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:31

**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.

**Present.**

Roland Person, President

Philip Brown, Vice President

Susan Tulis, Secretary

Don Prosser, Treasurer

Barbara Levine

Harriet Simon

**Absent.**

Joyce Hayes (1)

Julian Pei (1 excused)

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, Finance Manager

**Visitors present.**

None.

**President's report.**

None.

**Secretary's report.**

1. Approval of the April 9, 2014 minutes. Harriet Simon made a motion to approve minutes with the following corrections: Correct date to April 9 (not 11) and add Harriet Simon to second roll call. Barbara Levine seconded. MOTION passed unanimously.

**Correspondence and communications.**

Correspondence: Discussed illegal download or bit-torrenting claims emailed from ICN. Cannot confirm that these claims are legitimate. Bit-torrenting and pornography are blocked by our filter. As an extra precaution we have tightened our Internet security.

### **Financial report.**

1. Approval of bills payable up to and including bills due May 16, 2014 to June 15, 2014. Don Prosser made a motion for the board to ratify payment of end of FY14 bills approved by finance committee. Susan Tulis seconded. MOTION passed unanimously. Don Prosser made a motion to pay bills including payment to today's entertainers for the music grant. Seconded by Susan Tulis. MOTION passed unanimously.
2. FY14 reserves. \$20,000 in revenue was withheld from the FY14 budget for expenditures in order to build library reserves. Barbara Levine made a motion that we move \$20,000 from our checking account into reserves. Philip Brown seconded. MOTION passed unanimously.
3. Acceptance of the financial report for April 2014. Finance Manager Gwen Hall discussed end of fiscal year finances and provided charts to demonstrate expense categories and to compare fiscal years. Harriet Simon made a motion to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance and construction.
  - a. Yard maintenance. Discussed the results of one year without weed prevention chemicals (aside from spot treatments as needed), attempted in response to a patron's environmental concerns. There were multiple complaints about rampant weeds this spring. Discussed pros, cons and concerns.
  - b. Construction grant. The board asked how much the canopies cost. The Director will try to find a breakdown of final expenses, as the various aspects of the project are not priced separately in the construction contract.
2. Library marketing and community outreach. The Director is working on scheduling a library marketing expert to visit with library staff, and then board members, possibly at the June board meeting. Anticipated expenses include only travel and a \$100 donation to the expert's library.
3. Vote on method for collecting non-resident fees. Don Prosser made a motion to continue to use the tax-bill method for collecting non-resident fees. Susan Tulis seconded. MOTION passed unanimously.
4. Trustee terms of office. Discussed expiring terms to be appointed by the Mayor.
5. Other. Have found a leak in the roof.

### **Committee reports.**

Approval of Finance Committee minutes. Philip Brown made a motion to approve the April 28, 2014 Finance Committee minutes. Harriet Simon seconded. MOTION passed unanimously.

### **Unfinished business.**

None.

### **New business.**

1. Disruptive patron conduct. Discussed a patron who sent a ban notice from the library (via Carbondale Police) on 5/3/2014 following three incidents on May 1, 2014 in which she verbally assaulted multiple library patrons using abusive language, and telling patrons not to come to the library. Victims included an African American man, two Latina women and an African American toddler. There are reports of similar incidents with this patron, usually including racist remarks, dating back to 2005. Don Prosser made a motion to continue the ban until and unless the board indicates otherwise. Susan Tulis seconded. MOTION passed unanimously.

### **Other.**

Don Prosser made a motion to ask the groundskeepers to go back to chemically controlling weeds. Barbara Levine seconded. Vote: Yes: Person, Tulis, Prosser, Levine, Simon. No: Brown. Three absent. MOTION passed.

### **Adjournment.**

Adjourned at 5:19 p.m.

Next Board Meetings for 2014 (all in Public Library meeting room, 4:30 p.m.): June 11, July 9, August 13, September 10, October 8, November 12, December 10

**Respectfully submitted:**

Susan Tulis, Secretary

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

**CITY OF CARBONDALE**  
**POLICE PENSION BOARD OF TRUSTEES**  
**MINUTES OF APRIL 22, 2014**  
**PRESENTED MAY 27, 2014**

**Call to Order:** Meeting called to order by Goddard at 1:30 p.m.

**Members Present:** Mark Goddard, Tony Williams, Paul Echols, Don Ursini, Marvin Voss

**Guests:** Christal O'Guinn, Patrick Donnelly

**Absent:** Becky Applegate

**Minutes of Previous Meeting:**

Motion made to accept the Minutes of April 22, 2014 with one change; to add Marvin Voss as in attendance. (Goddard)(2<sup>nd</sup> Ursini) Motion carried.

**Treasurer's Report:**

Treasurer's Report was reviewed. Motion made to accept the Treasurer's Report (Goddard) (2<sup>nd</sup> Echols). Motion carried.

**Old Business:**

Election of President discussed.

**New Business:**

Application for Dee Cross to receive pension, 21 years, 2 months 4 days at age 51 as of May 19, 2014 date of separation was tabled.

Motion to officially commend Marvin Voss for 34 years of service on the Police Pension Board. (Echols)(2<sup>nd</sup> Williams) Motion carried.

Patrick Donnelly discussed Market & continued fluctuations. Motion to include investment of new cash in account in total "market value". (Echols)(2<sup>nd</sup> Goddard) Motion carried.

Recommendation to hire both managers, Harding Loevner Virtes 50/50 (Ursini)(Echols 2<sup>nd</sup>) Role call: Goddard, aye; Echols, aye; Williams, aye; Ursini, aye. Motion carried.

Recommendation to raise \$450,000 - \$500,000 from the Index account. It was decided not to go with this recommendation.

**Open Floor Comments:** None

Motion to adjourn. (Ursini) (2<sup>nd</sup> Williams) Motion carried.

Respectfully Submitted,

Mark Goddard  
Carbondale Police Pension Board Secretary

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