

Request for City Council Action

Date: November 3, 2015

Agenda Section: Consent Agenda No. 5	Originating Department: City Clerk's Office
Item: Acceptance of Minutes of Boards, Commissions, and Committees No. 5.3	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 minutes and place them on file:

Preservation Commission – September 21, 2015

Carbondale Public Library Board of Trustees – August 12 and September 9, 2015

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
Preservation Commission
Monday, September 21, 2015
City Hall/Civic Center – 7:00 p.m.

1. **Roll Call:** Mr. Sigler called the meeting to order at 7:07 p.m.

Members Present: Clark, Comparato, Ittner, Sigler, Van Awken and Benedict

Members Absent: Doherty, Parkinson

Staff Present: Sergeev

Guests: Lee Fronabarger

2. **Approval of Minutes:** Ms. Ittner moved, seconded by Mr. Comparato, to approve the minutes of August 18, 2015.

The motion to approve the minutes passed with a unanimous voice vote.

3. **Communication and Reports:**

- a) Educational and Technical Assistance Committee

Ms. Ittner announced that Margaret “Margie” Collins had passed away; Margie and her husband restored their home at 601 W. Oak Street, which was the home of “Carbondale Remembered” interviewee, Evelyn Charlotte (Bell) Winkelmeyer. Ms. Ittner also stated that through *The Ittner Project* at SIU the Preservation Commission now has the ability to have oral histories transcribed.

- b) Nomination and Hardship Committee

Nothing to Review

- c) Work Plan Committee

Nothing to Review

- d) Certificate of Appropriateness Committee

Mr. Sigler stated that there was a meeting held to discuss The Certificate of Appropriateness for The Varsity Center for Arts and as a result The Varsity Center for

- Arts has made the appropriate corrections to their marquee sign.
- e) Downtown Advisory Committee Report

Nothing to Review

4. **Old Business:**

- a) Discussion of Founder's Day Celebration 2016

Ms. Ittner stated that she had a conversation with Lee Fronabarger and if he would be interested in heading a steering committee and asked Mr. Fronabarger if he would accept heading the steering committee.

Mr. Sigler mentioned that the Chamber is looking for another event in the fall that they could participate in to raise funds for their scholarship and that could be a possible partnership for the Founders Day.

5. **New Business:**

None

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

Mr. Van Awken brought to the Commission that he would like to look into preserving the land that the Carbondale College was located on, which is the property East of 501 S. Washington.

The Commission discussed the rich history the land holds.

There was a discussion among the commission to determine the proper chain of events that the Commission would need to follow to dedicate the land.

Mr. Sigler stated that at this point the Preservation Commission has no jurisdiction over the land so the starting point would be to find out who owns the land and if there are any future plans for it.

It was determined that Ms. Sergeev would inquire information about the discussed land and any future plans.

Ms. Sergeev mentioned that on the original Brush Homestead, at 310 Monroe Street, Home Rentals has finished and that they met all of the qualifications set forth by the Certificate of Appropriateness that the Preservation Commission granted Home Rentals.

7. **Adjournment:**

Mr. Sigler adjourned the meeting at 8:03 p.m.

Carbondale Public Library Board of Trustees

Wednesday, August 12, 2015

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

Meeting 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

Don Prosser, Treasurer (1)

Julian Pei (1)

Roland Person (1)

Susan Tulis

Harriet Simon

Sharifa Stewart (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.

None.

President's report.

1. Oaths of Office were administered to Sharifa Stewart and Roland Person.

Secretary's report.

1. Approval of the July 8, 2015 minutes. Harriet made a motion to approve minutes. Susan Tulis seconded. MOTION approved unanimously.

Correspondence and communications.

1. Jackson County reassessments discussed.

2. Other. None.

Financial report.

1. Approval of bills payable up to and including bills due August 16, 2015 to September 15, 2015. Don Prosser made a motion to pay bills. Julian Pei seconded. MOTION passed unanimously.

2. Acceptance of the financial report for July 2015. This month's expenses include the OCLC fee, property assessments, standard expenses. We received a replacement tax check. No additional significant revenue received.

Librarian's report.

1. Building and grounds maintenance and construction. Necessary repairs and improvements are on hold until property tax revenue is received.
2. Strategic planning/marketing plan. The plans will be worked on simultaneously. The Director and a few staff will work with the board's planning committee. Trustees Joyce Hayes, Roland Person, Don Prosser and Sharifa Stewart will serve on plan committee. Input will be sought from all stakeholders. The Library Director discussed her participation as a mentor in Synergy: The Illinois Library Leadership Program. At the last Synergy session a mentor from the Skokie Public Library presented their strategic planning process, which resulted in a rearrangement of staff; they now have ten staff devoted entirely to community outreach. While Carbondale is obviously much smaller, we can strive toward an equally creative vision scaled to fit our own community.
3. Other. The Director is excited to bring in a social work intern from SIU's MSW program. This is an unpaid position. The MSW student will begin by researching area resources, and the role that social workers are playing in other US libraries. Eventually, she will be available to assist patrons. The board discussed this and made recommendations.

Committee reports.

1. Select date for Director's performance evaluation: September 17 at 4:30 p.m. Susan Tulis, Philip Brown and Sharifa Stewart serve on the performance evaluation committee.

Unfinished business.

None.

New business.

None.

Other.

Harriet Simon reported that November 7th would be the Friends' fall book sale weekend. The July sale was very successful. The board and Director noted that Wendy Schoof is doing a great job in her new role as Adult Programming Coordinator. Discussed 3D printers in libraries.

Adjournment.

Adjourned at 6:14 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): September 9, October 14, *November 18, December 9. (*note: proposed date for November is the third Wednesday of the month due to Veteran's Day closing; all other dates are the second Wednesday.)

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Carbondale Public Library Board of Trustees

Wednesday, September 9, 2015
4:30 p.m.

Meeting Room
405 West Main St.

MINUTES

Call to order.

Meeting called to order at 4:34 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
Susan Tulis
Sharifa Stewart (1)

Absent.

Don Prosser, Treasurer (2)
Julian Pei (2)
Roland Person (2)
Harriet Simon (1) (Absence excused by Board President in accordance with by-laws.)
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 August 12, 2015 minutes. Barbara Levine 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 September 16, 2015 to October 15, 2015. Barbara Levine moved to pay bills. Joyce Hayes seconded. MOTION passed unanimously.
2. Acceptance of the financial report for August 2015. The Board gave their compliments to Gwen Hall Grosshenrich for providing clear, understandable financial reports. The Library Director discussed the library's tax rate, potential impact of a shrinking tax base, and potential impact of the Governor's proposed changes to property tax levying procedures. Joyce Hayes moved to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction. There are several items slated for repair this fiscal year once funds arrive. There is a leak in the Brush building. We're trying to find its origin.
2. Other. Social Work Intern Shannon Butler has started her internship. She will be serving patrons and developing a model for social work service in small to medium public libraries. Carbondale PL may be the first, or among the first, of the smaller libraries to pioneer such a program. The Library Director has been in contact with public libraries in California offering social work service. This is an unpaid internship. The professional liability for this position belongs to SIU, not CPL.

The Friends have purchased a portable digital audio-visual system, which will allow us to serve larger audiences at programs that require an audio-visual component. The meeting room holds just over 40. We are often filling the meeting room to capacity, even turning people away, and turning down offers to host larger adult programs. The portable system will help to resolve this issue, allowing for larger programs in the center of the library, thereby serving 100 or more participants. Our children's programs attract large audiences in the center of the library. The portable AV system will allow our adult programs to grow as well.

Because we are engaged in strategic planning, our librarians and professional programming staff, Lori Torbeck, Pat Luebke, Wendy Schoof, and Jennifer Johansson will all attend the Illinois Libraries conference in October in Peoria. This will be an opportunity to introduce Wendy and Jennifer to the larger library world, and will give all four some common ground and cutting edge ideas for library service.

The Director attended Synergy: The Illinois Library Leadership Initiative as a mentor (at no expense to CPL). Her article on community engagement will appear in the October issue of the ILA Reporter. She has been invited to speak on community engagement at the Public Library Association Conference (PLA) alongside the Skokie (IL) and Gail Borden (Elgin, IL) public libraries and the Urban Library Council (Washington, DC).

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

Sharifa Stewart gives her compliments to Pat Luebke, Jennifer Johansson and Wendy Schoof. As a parent and board member, she has been very impressed with their library programs, particularly this year.

Adjournment.

Adjourned at 5:12 p.m.

Next Board Meetings for 2015 (all in Public Library meeting room, 4:30 p.m.): October 14, *November 18, December 9. (*note: proposed date for November is the third Wednesday of the month due to Veteran's Day closing; all other dates are the second Wednesday.)

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director