

Carbondale Public Library Board of Trustees

Wednesday, December 13, 2017

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 (2)

Joyce Hayes, Secretary

Julian Pei (1)

Roland Person (1)

Harriet Simon (2)

Sharifa Stewart (1)

Susan Tulis (2)

Absent.

Don Prosser, Treasurer (4)

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 November 8, 2017 minutes. Harriet Simon made a motion to approve the minutes. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due December 16, 2017 to January 15, 2018. Roland Person made a motion to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for November 2017. Gwen Hall Grosshenrich reported that 90% of property tax revenues have been received, and PNG grant funds arrived at the level requested. Philip Brown motioned to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

3. Transfer of FY17 savings to reserves. The library borrowed \$200,000 from its reserves account and \$100,536.07 from its working cash account to pay bills while awaiting tax revenue. Those accounts will be reimbursed. Julian Pei motioned to move FY17 excess revenue of \$54,512.49 into reserves. Susan Tulis seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance and construction; presentation of upstairs renovation needs. The board decided by consensus that the Director should apply for a Live and Learn Construction Grant for the upstairs renovation needs, and include roof replacement in the application.
2. Review and acceptance of dates closed for 2018. Roland Person moved to accept dates closed. Susan Tulis seconded. MOTION passed unanimously.
3. Review and acceptance of board meeting dates for 2018. Roland Person moved to accept dates closed. Susan Tulis seconded. MOTION passed unanimously.
4. Review and acceptance of investment policy. Roland Person moved to accept the investment policy without changes. Philip Brown seconded. MOTION passed unanimously.
5. Review of executive session minutes. Philip Brown moved to leave executive session minutes closed. Harriet Simon seconded. MOTION passed unanimously.
6. Reviewed the City Council's discussion and passing of the library's levy. Council members had expressed appreciation for the Library Board's willingness to keep levy increases at a minimum; Reviewed the city's taxing body comparison charts.
7. Review of Programs and Services Survey results. The survey had 120 responses. A majority of respondents commented that the library needed a larger space. Should funding become feasible in the future, this does show a need for a library expansion. The Board asked the Director to thank MLS student Paula McNally for designing the survey.
- 8: Per Capita Requirements: Safety training. Susan Tulis will watch the training video.
9. Personnel: New Maintenance Manager. Josh Fenton was hired. He has experience working with electricity, plumbing, construction and carpentry.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

None.

Adjournment.

Adjourned at 5:24 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): January 10, 2018, February 14, 2018, March 14, 2018, April 11, 2018, May 9, 2018, June 13, 2018, July 11, 2018, August 8, 2018, September 12, 2018, October 10, 2018, November 14, 2018, December 12, 2018

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

**CITY OF CARBONDALE
FIRE FIGHTER'S PENSION BOARD**

**MEETING MINUTES
9:00 A.M., OCTOBER 17, 2017
FIRE STATION 2**

Ted Lomax called the meeting to order at 9:05 a.m. with the following members of the Board present/absent:

PRESENT: Ted Lomax, President; Mike Hertz, Secretary; Harry Threlkeld, Fire Fighter Retiree Representative; Becky Applegate; Jeff Davis

ABSENT: None

GUESTS: Patrick Donnelly, Graystone Consulting

Also present was Fire Department Administrative Secretary/Recorder Kathy Haldeman

Patrick Donnelly of Graystone Consulting presented the Investment Review for period ending September 30, 2017. Jeff Davis stated that the first installment of real estate taxes of approximately \$155,000 as well as approximately \$324,000 in City contributions were received in October and will appear on the next quarter's reports. Jeff Davis stated that he expects the one cent food and beverage tax to generate approximately \$240,000 per year into the Pension Fund.

Patrick Donnelly exited the meeting at 9:50 a.m.

MINUTES OF PREVIOUS MEETING

Motion made by Mike Hertz to approve minutes of the July 18, 2017 meeting. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis. NAYS: None. Motion declared carried.

TREASURER'S REPORT

Becky Applegate presented the Treasurer's Report and Market Value Comparison for the period ending September 30, 2017. Jeff Davis stated that the Pension Fund was currently positive even before receiving real estate taxes and City contributions. Investments showed an increase of \$31,786 since June's statement. Motion made by Mike Hertz to accept the Treasurer's Report as presented and approve expenses totaling \$422,248.62, of which \$405,467.58 was payroll. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis. NAYS: None. Motion declared carried. See attached Expense Report for details.

UNFINISHED BUSINESS

None

NEW BUSINESS

Board members reviewed the Investment Policy Statement. Mr. Donnelly had previously stated he had no recommended changes to the Policy. Motion made by Harry Threlkeld to approve the Firefighters' Pension Fund Investment Policy Statement with no changes. Motion seconded by Ted Lomax. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Harry Threlkeld – AYE, Becky Applegate – AYE, Jeff Davis - AYE. AYES: Five; NAYS: None. Motion declared carried. Kathy Haldeman will obtain signatures for the Policy and forward to Mr. Donnelly as well as Ms. Applegate for submission and records.

Jeff Davis presented the Required Reporting to Municipality by Pension Board Funding Valuation Report for period ending April 30, 2017. Motion made by Mike Hertz to accept the Required Reporting to Municipality by Pension Board Funding Valuation Report as presented. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis. NAYS: None. Motion declared carried.

Jeff Davis presented the Actuarial Valuation as of May 1, 2017 as prepared by Tepfer Consulting Group, Ltd. The statutory minimum contribution for the City for 2018 is \$1,078,016 or 58.62% to remain at the 90% statutorily required funding target. Mr. Davis stated that the one cent food and beverage tax would also supplement the City contribution. Motion made by Mike Hertz to accept the Actuarial Valuation as presented. Motion seconded by Harry Threlkeld. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis. NAYS: None. Motion declared carried.

Kathy Haldeman presented the 2018 Meeting Schedule. Motion made by Jeff Davis to accept the 2018 Meeting Schedule as presented. Motion seconded by Ted Lomax. VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis. NAYS: None. Motion declared carried.

Mike Hertz presented an invoice from Arthur J. Gallagher & Co. in the amount of \$3,049 for the annual board member fiduciary liability insurance coverage. Motion made by Mike Hertz to pay Arthur J. Gallagher & Co. in the amount of \$3,049. Motion seconded by Harry Threlkeld. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Harry Threlkeld – AYE, Becky Applegate – AYE, Jeff Davis - AYE. AYES: Five; NAYS: None. Motion declared carried.

Mike Hertz presented an invoice from Tepfer Consulting Group, Ltd. in the amount of \$2,900 for the Actuarial Valuation as of May 1, 2017. Motion made by Mike Hertz to pay Tepfer Consulting Group, Ltd. in the amount of \$2,900. Motion seconded by Jeff Davis. ROLL CALL VOTE: Ted Lomax – AYE, Mike Hertz – AYE, Harry Threlkeld – AYE, Becky Applegate – AYE, Jeff Davis - AYE. AYES: Five; NAYS: None. Motion declared carried.

All board members attended the annual AFFI Pension Seminar on October 9-10, 2017 in Bloomington, IL and received their required annual sixteen hours training.

House Bill 618 was discussed. HB618 authorizes an active member of a downstate firefighters' pension fund to transfer up to 6 years of creditable service to that fund from the downstate police pension fund that is administered by the same unit of local government.

There are no closed meeting minutes to review.

ANNOUNCEMENTS AND ADJOURNMENT

Motion made by Mike Hertz to adjourn at 10:10 a.m. Motion seconded by Becky Applegate.

VOICE VOTE: AYES: Ted Lomax, Mike Hertz, Harry Threlkeld, Becky Applegate, and Jeff Davis.

NAYS: None. Motion declared carried.

The next meeting is scheduled for January 16, 2018 at 9:00 a.m.

Mike Hertz, Secretary

**City of Carbondale, Illinois
Foreign Fire Insurance Board**

**Meeting Minutes
Regular Meeting
December 14, 2017. 9:00 AM
Fire Station #2, 401 N. Glenview**

Present: Chief Lomax, Jacob Earll, R. Miller, Zach Brown, Matt Wozniak, Ben Shultz, Courtney Jossendal

Absent: None

Guests: None

Call to Order: Called to order 9:04

Minutes of Previous Meeting: Jossendal Motion approval of previous meeting minutes. Earll 2nd. (7-0).

Treasurer's Report: Current Balance of \$45613.14. Outstanding expenditures of \$16980.18. Current available balance of \$28632.96.

Unfinished Business: 12 Allergen Air Filters to still be checked for use at Station 1 with City Maintenance.

New Business: Schultz motions to spend \$270.00 on a Paper Shredder from Staples. Brown 2^{nds}. (7-0)

Chief Lomax motions to spend up to \$200.00 on "AWOG" Glow in the dark decals for RIT Board. Failed to 2nd. (1-6)

Jossendal motions to spend \$4,477.95 on 4 recliners and a couch for Station 1 from The Furniture King. Earll 2nd. (7-0)

Discussion brought forth on purchasing a Mechanical Q Siren from Federal Signal, with wires/switches, for \$2200.00. Discussion is tabled to next meeting for further research on proper fit, installation through city garage, and A/C McBride in charge of apparatus.

Chief Lomax motions to spend up to \$600.00 to purchase a DeWalt 9AH 60V Warm Drive circular saw with a 2 pack of 6AH Batteries. Jossendal 2nd. (7-0)

Chief Lomax motions to spend up to \$100.00 on 2 ice scoops. Brown 2nd. (7-0)

Chief Lomax motions to spend \$2000.00 into additional Mediacom fund. Schultz 2nd. (7-0)

Chief Lomax discusses building end tables for Station 1 sleeping quarters.

Wozniak motions to approve 2018 meeting schedule. Brown 2nd. (7-0)

Guest Comments and Questions

Announcements and Adjournment: Chief Lomax motions to adjourn meeting at 9:37. Earll 2nd. (7-0)

MINUTES
City of Carbondale Sustainability Commission
Thursday, August 17, 2017
City Hall / Civic Center – 6:00 p.m.

1. **Roll Call:** Mr. Beck called the meeting to order at 6:15 p.m.

Members Present: Mr. Beck, Mr. Kunath, Ms. Shimada,

Members Absent: Mr. Thorne, Mr. Grant

Staff Present: Loren Polley

Others Present: Two representatives from the Daily Egyptian

Minutes: Ms. Shimada set a motion for approval of July 20th, 2017, minutes, all in favor.

2. **Communications:**

Review of the current Status Report of the Former Koppers Wood-Treating Site. Updates should be posted on website. Current reports should be sent to the sustainability email as well.

Old Business: Polystyrene Foam, Plastic bag ban. Relook at *Operating Papers* and vote. The papers will include membership qualifications and identifications. Sierra Club is doing informational sessions on September 14th. AES is doing them on September 23rd. Try to recruit new members.

New Business:

Citizen Comments: Daily Egyptian reps asked a few basic questions pertaining to the Commission's functions

Commission Comments:

Adjournment: With no further business to be conducted the meeting was adjourned at 6:44 p.m.

3. Respectively submitted by Loren K. Polley, City of Carbondale Staff Liaison

MINUTES
City of Carbondale Sustainability Commission
Thursday, November 16, 2017
City Hall / Civic Center – 6:00 p.m.

1. **Roll Call:** Mr. Beck called the meeting to order at 6:12 p.m.

Members Present: Mr. Beck, Mr. Kunath, Mr. Grant, Mr. Thorne

Members Absent:

Staff Present: Loren Polley

Others Present: Two Carbondale residents. Sarah Heyer from KCB.

Minutes: Mr. Thorne set a motion for approval of August 17th, 2017, minutes, all in favor.

2. **Communications:**

Review of the current Status Report of the Former Koppers Wood-Treating Site. Updates should be posted on website. Current reports should be sent to the sustainability email as well.

Old Business: Polystyrene Foam, Plastic bag ban. Relook at *Operating Papers* and vote. Power purchase agreements are allowed in the state. Figure out who is interested in solar. Sarah Heyer presented a report of City of Carbondale polystyrene foam usage.

New Business: Paving grids need to be looked at for usage. Local Dicamba usage needs to be evaluated.

Citizen Comments:

Commission Comments:

Adjournment: With no further business to be conducted the meeting was adjourned at 7:14 p.m.

3. Respectively submitted by Loren K. Polley, City of Carbondale Staff Liaison