

Mattoon Public Library Board of Trustees
Kinzel Room, Mattoon Public Library
August 2, 2015

Present: Dean, Gill, Kimberlin, Long, Rankin, Rogers, Seaman, Stevens and Wylie. Also present Franklin and Nonnas.

President Seaman called the meeting to order at 5:19 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Visitors: Justin Grady

Minutes, Financial Report, Circulation Report and Staff Report (attached): Motion to approve the minutes of the June, 2015 MPL Board Meeting (Stevens/Rankin). Motion passed (unanimous). Motion to approve the minutes of the July, 2015 MPL Board Meeting (Stevens/Long). Motion passed (unanimous). Treasurer's Report for May 2015 discussed and filed for audit. Circulation Report for July 2015 distributed for informational purposes. Librarian's Report for July 2015 was distributed for information purposes.

Bills: Poll to pay – Unanimous in favor.

Discussion:

- A. *Lost and Damaged Item Policy:* Director Franklin presented recommended changes and additions to the policy. Policies added included addition of policies to remove items with animal damage from collection, retain ownership of damaged/replaced items and clarify refunds on lost materials that are later found.
- B. *Library Board made up and bylaws:*
 - a. Adding additional seats to the board: MPL board of trustees currently has nine positions, the maximum allowed by library statutes. Committees may be added and committee members are not required to be trustees.
 - b. Setting limits - term limits and attendance mandates for board members: Multiple changes submitted as recommendations based on best practice among libraries and other volunteer boards. Changes noted in copy of policies distributed (attached). Most notable change is including a term limit of three full terms for all board of trustees. Also recommended was a change to the language pertaining to meeting attendance, removing vague language about absences being excused.
 - c. Creating committees and set meeting dates for created committees: Board discussion included adding a privacy policy for trustees' information, including the provision of a library email address for use in all board business. Board members requested that Franklin look into the possibility of changing the time of board meetings to allow for presentation of more complete information from the previous month. She will report on this at the next

meeting. Committee meeting dates will not be established by the bylaws to allow for more flexibility based on the schedule of members.

- C. *Credit Card policy:* Copy of proposed new policy included in the board packet (attached). Language for the policy is primarily from other libraries. Dean recommended the addition of more restrictive language for including review of supporting documentation and receipts. An amended draft will be presented at the September meeting.
- D. *Policy on Using Gift Cards:* Auditors have suggested the addition of a policy related to purchasing gift cards to give to staff or as prizes at events. A draft policy will be presented at the September meeting.
- E. *Bill Payment Policy:* Copy of proposed policy included in the board packet (attached). This policy allows payment of standard, budgeted bills monthly without board action.
- F. *Authority to Spend:* Copy of proposed policy changes included in the board packet (attached). The change adds a specification about allowances for unbudgeted items.
- G. *Creating a Strategic Plan that included fundraising and measurable goals:* Members recommended the inclusion of current and past trustees, staff members, the mayor and other city officials in the planning process. The process will begin with a brainstorming session. Franklin will poll staff and board to determine potential meeting times and work with Justin Grady for a list of potential facilitators. She will report out at the next meeting.

Approval:

- A. *Lost and Damaged Item Policy:* Motion to accept changes as presented (Long/Gill). Motion passed (unanimous).

Motion to Adjourn:

6:42 PM (Kimberlin/Stevens), motion carries (unanimous)

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, September 14, 2015 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,
Barbra Wylie
Secretary