

**Mattoon Public Library Board of Trustees  
Kinzel Room, Mattoon Public Library  
November 2, 2015**

**Present:** Dean, Gill, Kimberlin, Rankin, Rogers, Seaman, Stevens and Wylie. Also present staff members Franklin and Nonaas.

President Seaman called the meeting to order at 5:15 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

**Visitors:** Justin Grady, John Thomas

**Visitor Presentation:** John Thomas presented a proposal for landscaping the MPL.

**Minutes, Financial Report, Circulation Report and Staff Report (attached):** Motion to approve minutes of the October, 2015 MPL Board Meeting (Dean/Kimberlin). Motion passed (unanimous). Treasurer's Report for October 2015 discussed and filed for audit. Comments from trustees related to development of priorities on items to purchase and provision of more specifics on line items. Circulation Report for October 2015 distributed for informational purposes. Librarian's Report for October 2015 was distributed for information purposes. Additions to the report included Franklin reporting that she found that mayoral approval is required for a one day liquor license that would allow for the provision of liquor at an open house. Trustees discussed the potential event, including best month and day of the week. Tentatively a decision was made to hold the event on a Wednesday in February. The library would close for the evening to allow for an adults only event involving alcoholic beverages.

**Bills:** Poll to pay – Unanimous in favor.

**Discussion:**

- A. *Create Standing Committees:* Discussion of the intent to currently have a Strategic Planning and Personnel committee. Seaman stated that he is appointing Rogers to chair the Strategic Planning Committee, with members Long, Wylie and Stevens. Dean is the appointed Personnel Committee chair, with members Gill, Kimberlin and Rankin.
- B. *Landscaping Plan:* The plan presented by John Thomas of Thomas Lawn Service would be funded with private donations. The current pledge is \$3,000 toward the total estimated cost of \$7,000. Additional funds are anticipated, with a private donor willing to complete the project. Estimated cost for the summer months will be \$300. This would free staff time for library related duties.
- C. *Per Capita Requirements Part 1:*
  - a. Serving our Public 3.0 Standards for public. Chapter 5 Technology.
  - b. Education and training provided by the library to our patrons.Franklin provide printed materials concerning the requirements, including a breakdown of what is already in place and what will need to be developed.

*D. Strategic Planning:* The committee will meet and begin work on the task in the coming months.

**Approval:**

- A. Standing Committees:* Motion to accept the nominations for Strategic Planning and Personnel Committees (Dean/Kimberlin). Motion carried (unanimous).
- B. Landscaping Plan:* Motion to accept plan as presented by Thomas Lawn Service (Stevens/Dean). Motion carried (unanimous).

**Motion to Adjourn:**

6:26 PM (Stevens/Rogers). Motion carried (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, December 7, 2015 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,  
Barbra Wylie  
Secretary