

Mattoon Public Library Board of Trustees Meeting January 5, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Mary Jo Eberspacher, Clint Mausehund, Lissa Skocy and Barbra Wylie. Library Director Ryan Franklin, Bill Bell and Jill Bell, residents of proposed district, Herb Meeker, Journal Gazette-Times Courier reporter, and Brian Hinton, local school official also present. Not present: Steve Ferguson and Jo Swick.

President Hite called the January 5, 2009 board meeting to order at 5:15 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Comments/Questions from guests: Mr. and Mrs. Bell asked questions about the proposed tax rate and the voting process. Questions answered by Director Franklin and President Hite. Mr. Meeker had questions about current funding of the Mattoon Public Library. Questions answered by Director Franklin and President Hite. Mr. Hinton stated he did not have comments or questions but rather was attending to observe.

Minutes: Minutes were distributed in the January board packet. Motion to accept minutes as corrected passed (Keth/Reid).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Keth/Reid).

Bills: Payment of bills passed (unanimous).

Approval:

Policy Reapproval: Motion to approve Freedom of Information, Library Behavior, Disaster Preparedness Plan and Board of Trustee Training policies with grammatical and typographical corrections (Keth/Reid). Motion passed (unanimous).

Discussion:

- A. Go District: Update distributed in January board packet. Issue will be placed on April 2009 ballot in all communities in potential district. Director Franklin noted that the change to a district library would change the fiscal year from May 1 through April 30 to July 1 through June 30.
- B. Building Fund: Report distributed in January board packet. Director Franklin has listed building issues that will require funding. This is informational only at this time and will be revisited at a later date.
- D. Budget update: FY10 budget distributed in January board packet. Anticipated cuts did not become a reality. Funding remains flat.
- E. Staff Day: This training and retreat will be held Wednesday, March 4. The library will be closed that day to allow all staff to participate. Board of Trustees members are invited to join the staff for lunch at noon.
- F. Director's future goals: Many of these goals for the library included in other items such as Go District, Building Fund and Staff Day. Other items will be discussed at future meetings as time allows.

Committees: No committee reports.

Motion to adjourn to Executive Session 6:12 PM (Keth/Eberspacher).

Executive Session: Staff issues discussed.

Reconvene: No action taken.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, February 2, 2009*
5:15 PM Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:45 PM (Keth/Eberspacher).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
February 2, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Mary Jo Eberspacher, Steve Ferguson, Clint Mausehund, Lissa Skocy and Barbra Wylie. Library Director Ryan Franklin and Anieta Trame with Mattoon Middle School Students also present. Not present: Jo Swick.

President Hite called the February 2, 2009 board meeting to order at 5:15 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Anieta Trame and students from the Mattoon Middle School presented information about the 2009 Ready to Read Across Mattoon book selection, *Rules*, by Cynthia Lord.

Minutes: Minutes were distributed in the February board packet. Motion to accept minutes as corrected passed (Keth/Mausehund).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Keth/Mausehund).

Bills: Payment of bills passed (unanimous).

Approval:

- A. Policy Reapproval: Motion to approve Guidelines for Paying Professional Fees and At Will Employment Policies (Reid/Eberspacher). Motion passed (unanimous).
- B. Cash out UST Stock: Motion to approve cash out 100 shares of UST Stock as required by the company due to a merger and deposit funds in the general fund (Keth/Skocy). Motion passed (unanimous).
- C. Account Closing: Motion to close accounts at First Mid Illinois Bank and Trust (flag pole account) and USBank (open account) and deposit funds in the general fund (Keth/Ferguson). Motion passed (unanimous).
- D. Job Descriptions: Motion to accept Teen Services and Children's Services job descriptions (Eberspacher/Reid). Motion passed (unanimous).

Discussion:

- A. Go District: Update distributed in February board packet. Sub committee will meet February 9, 2009 at 5:15 PM in the Kinzel Room.
- B. Staff Day: The training and retreat date has been changed to Wednesday, March 11. The library will be closed that day to allow all staff to participate. Board of Trustees members are invited to join the staff for lunch at noon.
- C. Director's Goals: Franklin reported that the library mascot of a butterfly has been selected.

Committees: No committee reports.

Motion to adjourn to Executive Session 6:12 PM (Reid/Skocy).

Executive Session: No discussion.

Reconvene: No action taken.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, March 2, 2009*
5:15 PM Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:45 PM (Reid/Skocy).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
March 2, 2009

Present: Mary Jo Eberspacher, Steve Ferguson, Jack Keth, Clint Mausehund, Bob Reid, Jo Swick and Library Director Ryan Franklin. **Not present:** Liana Hite, Lissa Skocy and Barbra Wylie.

Vice President Bob Reid called the meeting to order at 5:20 p.m. In the absence of the secretary, Jo Swick took minutes of the meeting.

Visitor's Comments: Charles Young, Kerry Leffler and Charles Stodden as well as J-G reporter, Herb Meeker were present. See attached article from Journal Gazette which summarizes the discussion.

Minutes were distributed by e-mail. Motion to approve (Keth, Ferguson) passed.

Staff Reports: Were distributed in board packet. Ryan called attention to the graphs showing that circulation was increasing; she mentioned that Charleston's circulation statistics showed a larger increase than Mattoon's and this was probably due to the increased interest in the newly remodeled building. She also said that the Mattoon COLSCA account balance of \$21,561.84 was a non-spendable community fund. The per capita moneys will not be coming until late summer. One grant of \$1500 from Lumpkin Foundation will enable Ryan, Laura and Venche to attend ALA conference in Chicago. Motion (Eberspacher, Swick) to approve financial, library and circulation reports.

Bills: Payment of bills passed (unanimous poll of members).

Approval: Motion by Keth/Eberspacher to move the April Staff Board Meeting from April 6th to April 13th so that it would come after referendum vote. Motion passed.

Discussion: Ryan addressed the updated list of concerns which had been sent by e-mail and included activities which must be done before the referendum date, and what will be needed if the referendum does not pass. Members were encouraged to review and add comments. Also distributed was Liana's letter to the Whitley township.

Also, she reminded members of the Staff retreat day on March 11th and invited all to the lunch at noon. A draft copy of a newsletter was distributed; it is scheduled to be sent March 15th. Plans are for the newsletter to be sent semi-annually.

Ryan was complimented for the work on the website, especially the information concerning the referendum.

No Committee Reports.

Motion to adjourn to Executive Session (Keth/Mausehund)
Reconvene: No action taken.

Adjournment at 6:50 p.m.
Jo Swick, secretary pro tem

Mattoon Public Library Board of Trustees Meeting
April 13, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Jo Swick, Steve Ferguson, Clint Mausehund, Lissa Skocy and Barbra Wylie. Library Director Ryan Franklin and visitor Barbara Krehbiel. Not present: Mary Jo Eberspacher.

President Hite called the April 13, 2009 board meeting to order at 5:16 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Barbara Krehbiel, President for the Association for the Preservation of Historic Coles County was in attendance to note that she and her colleagues are working to catalog items that have been stored at the Mattoon Public Library. The cataloged items will be stored at the library in a cabinet purchased by the association. The board will be updated as this process continues.

Minutes: Minutes were distributed in the April board packet. Motion to accept minutes passed (Keth/Swick).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Keth/Swick).

Bills: Payment of bills passed (unanimous).

Approval:

- A. Motion to borrow funds from the City of Mattoon to cover the remainder of FY09 while waiting for the Per Capita grant funds to arrive (Keth/Reid). Motion carried (unanimous).
- B. Motion to borrow funds from the City of Mattoon for the first three months of FY 10 (Keth/Swick). Motion carried (unanimous).

Discussion:

- A. Go District: Vote did not pass either in the City of Mattoon or in the proposed district. Options for necessary budgetary cuts to Mattoon Public Library budget presented in the Library Director's Report.
- B. FY10 Budget: Discussion of three options. Vote will be taken at the next Board of Trustees meeting.

Committees: No committee reports.

Motion to adjourn to Executive Session 6:10 PM (Keth/Reid).

Executive Session: Discussion of staffing of the Mattoon Public Library.

Reconvene: No action taken.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, May 4, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:45 PM (Reid/Swick).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees End of FY09 Meeting
April 27, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Jo Swick, Steve Ferguson, Clint Mausehund, Mary Jo Eberspacher. Library Director Ryan Franklin and Herb Meeker from the Journal Gazette. Not present: Barbra Wylie, Lissa Skocy.

President Hite called the April 13, 2009 board meeting to order at 5:16 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Mr. Meeker asked questions regarding the board's intention of possibly cutting staff and cutting hours to meet budget. He reviewed our proposed budget and question a few line items for clarification

Minutes: No minutes were approved at this special meeting

Staff Reports: Motion to accept Financial passed (Reid, Eberspacher).

Bills: Payment of bills passed (unanimous).

Close of FY09: approve to close fiscal year 09 (Swick, Ferguson)

Executive Session: at 5:25pm to discuss personnel matters. (Keth, Swick)

Adjournment from Executive session: 6:40 pm (Keth, Swick)

Approval:

- A. Motion to lay out one staff member according to seniority as city ordinance mandates carried (Keth, Reid) motion carried (unanimous).
- B. Motion to approve option 3 of budget which reflects one less full time employee and contracting janitorial services carried (Keth, Ferguson) (unanimous).

Discussion:

- A. No discussion at this time

Committees: No committee reports.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, March 11, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 5:50 PM (Keth, Eberspacher)

Respectfully submitted,

Liana Hite, President
Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
May 5, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Mary Jo Eberspacher, Steve Ferguson, Clint Mausehund, Lissa Skocy and Barbra Wylie. Library Director Ryan Franklin. Not present: Jo Swick.

President Hite called the May 5, 2009 board meeting to order at 5:17 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: None.

Minutes: Minutes were distributed in the May board packet. Motion to accept the April 13, 2009 minutes passed (Keth/Mausehund). Motion to accept the April 27, 2009 minutes passed (Skocy/Keth).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Skocy/Keth).

Bills: Payment of bills passed (unanimous).

Approval:

Motion to move the June meeting from 06/01/09 to 06/08/09 passed (Keth/ Eberspacher).

Discussion:

- A. Non-resident card fees: Current fee is \$45. Discussion of options followed. Board members will consider and vote on issue at the June 2009 meeting.
- B. Director evaluation: President Hite will distribute evaluation instrument to board and staff via email. Evaluations will be returned directly to Hite. The Executive Committee will meet to discuss and compile report for Board.
- C. Landscaping issues: Landscape company will clean up back of building in the coming weeks.

Committees: No committee reports.

Executive Session: No agenda items.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, June 8, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 5:43 PM (Keth/Eberspacher).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
June 8, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Lissa Skocy, Steve Ferguson Library Director Ryan Franklin from the Journal Gazette. Not present: Barbra Wylie, Jo Swick, Clint Mausehund, Mary Jo Eberspacher.

President Hite called the June 8, 2009 board meeting to order at 5:25 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: none

Minutes: Pres Liana Hite, filling in for Sec Barbra Wylie during the May meeting did not have minutes prepared for approval, will approve these minutes at the July meeting

Staff Reports: Motion to accept Financial passed (Keth, Ferguson).

Bills: Payment of bills passed (unanimous).

Approval:

- A. **Motion to increase Non-Resident Fee \$15 each year for 2 years. On July 1, 2009, the Non-Resident fee will rise to \$60 and on May 1, 2010 it will rise to \$75. This will place the Non-Resident fee at the average paid though property taxes by city residents. (Keth, Skocy-unanimous)**

Discussion:

- A. No discussion at this time

Committees: No committee reports.

Executive Session: none

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, July 6, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:00 PM (Reid, Keth)

Respectfully submitted,

Liana Hite, President
Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
July 6, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Mary Jo Eberspacher, Steve Ferguson, Clint Mausehund, Jo Swick and Barbra Wylie. Library Director Ryan Franklin. Not present: Lissa Skocy.

President Hite called the July 6, 2009 board meeting to order at 5:17 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: None.

Minutes: Minutes were distributed in the July board packet. Motion to accept the June 8, 2009 minutes passed with corrections (Keth/Swick).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Keth/Swick).

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Per Capita Grant:
 - 1. Chapter 8 Standards provided to board with explanation.
 - 2. Policies and Legal compliance provided to board with explanation.
- B. Air Conditioners: Director Franklin will obtain more specific information and recommendations from service company prior to August meeting.
- C. Hours: No proposed change in Library hours. Director Franklin will work on improving system of giving staff breaks to cooler areas of the library. She will also purchase fans to alleviate some of the cooling problems.

Approval:

- A. Policy Break Up: Motion to table until the August 2009 meeting (Swick/Eberspacher). Motion carried (unanimous).
- B. Election of FY10 Board of Trustees Officers: Nomination of Jack Keth as Treasurer, Barbra Wylie as Secretary, Bob Reid as Vice President and Liana Hite as President (Swick/Eberspacher). No additional nominations from the floor. Motion carried (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, August 3, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:15 PM (Mausehund/Ferguson).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting August 3, 2009

Present: Liana Hite, Jack Keth, Steve Ferguson, Clint Mausehund, Lissa Skocy, Jo Swick and Barbra Wylie. Library Director Ryan Franklin. Not present: Mary Jo Eberspacher and Bob Reid.

President Hite called the August 3, 2009 board meeting to order at 5:15 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: John Kolata, Interim Mattoon City Administrator, commented on lack of accessibility due to the doors not having push buttons for opening.

Minutes: Minutes were distributed in the August board packet. Motion to accept the July 6, 2009 minutes passed (Keth/Skocy).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Keth/Swick).

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Air Conditioners: Director Franklin provided recommendations about replacement. She will contact the City of Mattoon to write specs and bid for the replacement of air conditioners in the building.
- B. Per Capita Grant:
 - Policies and Legal compliance: Discussion of arrangement of policies and procedures. Will be presented for approval at a later meeting.
 - Library's Environmental Profile: Future projects and projected costs developed to allow for consideration in future budgeting . Materials provided in board packet.
- C. Standards Chapter 9 - programming: Currently on track and services continue to grow.
- D. Self Check: Demonstration for staff and board will be provided prior to next board meeting. Director Franklin will provide information about a potential contract at the next board meeting
- E. Cleaning service: City of Mattoon is writing the specifications for this to be released for bid however it is not out for bid yet. Patron complaints about the condition of the library have led to the hiring of a short term cleaning crew until a contract may be put into place for the service.

Approval:

- A. Policy Break Up: Motion to accept proposed changes to Behavior Policies distributed in board packet (Swick/Skocy). Motion carried (unanimous).
- B. Item list for city auction: Distributed in board packet. Motion to accept item list (Wylie/Keth). Motion carried (unanimous).
- C. Tech bank account: Motion to close the Tech bank account and transfer remaining funds to the general fund to be used for computer purchases (Keth/Mausehund). Motion carried (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, September 14, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:10 PM (Skocy/Keth).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
September 14, 2009

Present: Liana Hite, Jack Keth, Mary Jo Eberspacher, Bob Reid, Jo Swick and Barbra Wylie. Library Director Ryan Franklin. Not present: Clint Mausehund, Steve Ferguson and Lissa Skocy.

President Hite called the September 14, 2009 board meeting to order at 5:15 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: None.

Adjourn to Executive Session: Motion to adjourn (Eberspacher/Reid) passed (unanimous).

Reconvene: Motion to reconvene (Keth/Swick)

Minutes: Minutes were distributed in the September board packet. Motion to accept the August 3, 2009 minutes passed (Keth/Reid).

Staff Reports: Reports distributed in board packet. Motion to accept Financial, Library and Circulation reports passed (Swick/Reid).

Bills: Payment of bills passed (unanimous).

Approval:

- A. Dismissal Policy: Motion to accept policy distributed in board packet with following change – add 'or patron' following 'assaulting a supervisor or worker'.

Discussion:

- A. Self Checks: Director Franklin provided information on cost savings, lease costs and staff response to the demonstration of the equipment. Board members offered response to demonstration as well. Establishment of lease will be on next board of trustees agenda for approval.
- B. Per Capita Grant, Administrative Ready Reference: Director Franklin demonstrated web site and shared with board members useful components of the site.
- C. Standards: Director Franklin requested this discussion be tabled until the October meeting.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, October 5, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 5:52 PM (Reid/Swick).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
October 5, 2009

Present: Bob Reid, Jack Keth, Steve Ferguson, Mary Jo Eberspacher, Clint Mausehund and Barbra Wylie. Library Director Ryan Franklin. Not present: Liana Hite, Lissa Skocy and Jo Swick.

Vice President Reid called the October 5, 2009 board meeting to order at 5:15 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: JW Bridges, Circulation Assistant, gave a brief explanation of his position at the Mattoon Public Library. Library staff members will attend upcoming meetings to increase board familiarity with staff and the positions they hold.

Minutes, Financial Report and Circulation Report: Reports were distributed in the board packet. Motion to accept the September 14, 2009 minutes passed (Keth/Eberspacher). Circulation and financial reports filed for audit.

Staff Reports: Reports distributed in the board packet. Motion to accept (Keth/Ferguson).

Bills: Payment of bills passed (unanimous).

Approval:

- A. Lease of Self Check equipment: Motion to table the issue until the November meeting pending provision of additional information on the lease (Ferguson/Keth). Motion passed.

Discussion:

- A. Standards Chapter 10: Director Franklin provided an overview of the chapter and indicated areas targeted for improvement at Mattoon Public Library. Materials distributed in board packet.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, November 2, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6 PM (Ferguson/Eberspacher).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
November 2, 2009

Present: Liana Hite, Bob Reid, Jack Keth, Steve Ferguson, Mary Jo Eberspacher, Clint Mausehund, Lissa Skocy, Jo Swick and Barbra Wylie. Library Director Ryan Franklin.

President Hite called the November 2, 2009 board meeting to order at 5:17 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: None.

Minutes, Financial Report and Circulation Report: Minutes and Financial Report were distributed in the board packet. Motion to accept the October 5, 2009 minutes passed (Keth/Reid). Financial report filed for audit. Circulation report not available and will be provided in the December packet.

Staff Reports: Reports distributed in the board packet. Motion to accept (Swick/Mausehund).

Bills: Payment of bills passed (unanimous).

Approval:

- A. Lease of Self Check equipment: Motion to approve entering into a three year lease for self check equipment (Keth/Reid). Discussion: confirmed that lease could be terminated prior to completion of three years if budget did not support the continuation of the lease. Motion carried (unanimous).
- B. 2010 Library Holiday Calendar: Motion to table the issue pending clarification of dates (Rerguson/Reid). Motion carried (unanimous).
- C. 2010 Board Meeting Calendar: Motion to pass as distributed in board packet (Ferguson/Reid). Motion carried (unanimous).

Discussion:

- A. Standards Chapter 11: Director Franklin provided an overview of the chapter and indicated areas targeted for improvement at Mattoon Public Library. Materials distributed in board packet.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, December 7, 2009 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:15 PM (Eberspacher/Mausehund).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
December 7, 2009

Present: Bob Reid, Liana Hite, Steve Ferguson, , Clint Mausehund, Jo Swick and Library Director Ryan Franklin.

President Hite called the December 7,2009 board meeting to order at 5:16 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Aaron Prosser Circulation Assistant provided a brief overview of his position at Mattoon Public Library.

Minutes, Financial Report and Circulation Report: Minutes, circulation and financial reports were approved. (Reid/Swick)

Staff Reports: Reports distributed in the board packet. Motion to accept (Ferguson/Reid). Unanimous.

Bills: Payment of bills passed (unanimous).

Discussion: none

Approval:

- A. Holiday Schedule: Motion to accept schedule with two corrections- Feb 15th and Day after Thanksgiving (Swick/Mausehund). Unanimous.

Adjourn to executive session at 5:40 pm (Reid/Ferguson)

Motion to move back to public session at 6:05 (Ferguson/Reid)

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, January 4, 2010 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:10 PM (Ferguson/Swick).

Respectfully submitted,

Lissa Skocy