

Mattoon Public Library Board of Trustees Meeting
January 4, 2010

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

Vice President Reid called the January 4, 2010 board meeting to order at 5:20 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Morgan Mars, Circulation Assistant, provided a brief overview of her position at Mattoon Public Library.

Minutes, Financial Report and Circulation Report: Minutes unavailable and deferred to the February 2010 meeting. Financial report distributed at the meeting and filed for audit. Circulation distributed at the meeting.

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

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Staff Circulation Policy: Policy has been distributed to all staff members and discussed at the staff meeting.
- B. New Year's Resolutions: Ryan presented her plan for 2010.
- C. New Board Members: Hite and Ferguson do not intend to seek reappointment to the board. Swick will seek reappointment. Potential board members will be contacted by Franklin and Hite.

Approval:

- A. Staff Circulation Policy: Motion to accept policy as distributed in the board packet (Swick/Eberspacher). Unanimous.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, February 2, 2010 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Adjournment at 6:02 PM (Ferguson/Keth).

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
February 1, 2010

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

President Hite called the February 1, 2010 board meeting to order at 5:20 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Anieta Trame and students from Mattoon Middle School presented the 2010 book selected for Ready to Read Across Mattoon, A Dog's Life by Ann M. Martin.

Minutes, Financial Report and Circulation Report: Minutes of the 12/07/09 and 01/04/10 meetings were distributed in the board packet. Motion to accept passed (Swick/Eberspacher). Financial report distributed at the meeting and filed for audit. Circulation report will not be available until close of business on 02/02/10. It will be distributed at the March Board of Trustees meeting. Mausehund requested year to date financial reports for the March meeting.

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

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Missing Policies:
 - 1. Disposal of Surplus Library Materials
 - 2. Friends of the Library
 - 3. Patron Discipline Policy
 - 4. Patron Unattended Children
 - 5. Patron Conduct
 - 6. Copyright Restrictions
- B. Standards: Chapter 1, Core Standards

Approval:

- A. Missing Policies:
 - 1. Disposal of Surplus Library Materials
 - 2. Friends of the Library
 - 3. Patron Discipline Policy
 - 4. Patron Unattended Children
 - 5. Patron Conduct
 - 6. Copyright Restrictions

Motion to accept policies as distributed in Board Packet with deletion of 'within ninety days' in Section 4 of Patron Conduct (Swick/Reid). Motion passed (unanimous).

Committees:

Building and Grounds: Discussion of various issues including blockage of front entrance during winter due to potential danger of steps and lighting issues in main library area. No other Committee Reports.

Executive Session: Motion at 6 PM to adjourn to Executive Session to discuss matters relating to personnel (Reid/Keth).

Reconvene: Motion at 6:09 PM to reconvene (Keth/Eperspacher).

Adjourn: Motion to adjourn at 6:11 PM (Reid/Ferguson).

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, March 1, 2010 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
March 1, 2010

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

President Hite called the March 1, 2010 board meeting to order at 5:17 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: Michael E Wildman addressed the board concerning the suspension of his library privileges. Mr. Wildman was thanked for his attendance and comments and informed that the board would further discuss the issue later in the board meeting. He was welcomed to stay for the duration of the meeting, however declined citing the need to go to his job.

Minutes, Financial Report and Circulation Report: Minutes of the 02/01/10 meetings were distributed in the board packet. Motion to accept passed (Keth/Skocy). Financial report distributed at the meeting and filed for audit. Circulation report for January distributed. February will be distributed at the April meeting.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Missing Policies:
 - 1. ALA Code of Ethics – Distributed in board packet.
 - 2. Ethics Statement for Board Members – Distributed in board packet.
 - 3. Library Bill of Rights – Distributed in board packet.
 - 4. By-Laws – Process of By-Laws review will begin and proceed over the coming months.
 - 5. Mission Statement – Trustees made recommendations. Director Franklin will prepare draft for distribution at April meeting.
- B. Library overdue fines and fees – Policy distributed in board packet.
- C. Standards Chapter 2 – Governance and Administration – Distributed in board packet.
- D. ARRA and TIF funds/projects – Information distributed in board packet outlining regulations regarding applications for funds. Director Franklin will move forward with application process and keep trustees advised as to progress.
- E. Year to Date overview of Budget - Distributed in board packet.
- F. Wildman request for shortened suspension from Library – Since policy indicates that patrons will first be given a 30 day suspension, Mr. Wildman's suspension will be shortened. He will receive written notification of this that also contains more specific details of appropriate

patron behavior. In the event Mr. Wildman does not comply with requirements of appropriate patron behavior at the end of his 30 day suspension, he will be suspended for one year. Trustees will revisit the policy to determine if changes are necessary to allow for longer suspensions after verbal warning has been provided to patrons.

Approval:

A. Missing Policies:

1. ALA Code of Ethics
2. Ethics Statement fro Board Members
3. Library Bill of Rights

Motion to accept policies as distributed in Board Packet with grammatical and typographical corrections (Swick/ Eberspacher). Motion passed (unanimous).

Committees:

No reports

Adjourn: Motion to adjourn at 6:45 PM (Swick/Reid).

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

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees Meeting
April 5, 2010

Present: Liana Hite, Jack Keth, Steve Ferguson, Mary Jo Eberspacher, Clint Mausehund, Jo Swick and Barbra Wylie. Also in attendance Library Director Ryan Franklin.

President Hite called the April 5, 2010 board meeting to order at 5:17 PM at the Mattoon Public Library, Kinzel Room, Mattoon IL.

Visitor's Comments: No visitors.

Minutes, Financial Report and Circulation Report: Minutes of the 03/01/10 meetings were distributed in the board packet. Motion to accept passed (Keth/Eberspacher). Financial report distributed in the board packet. Per capita funds have not arrived yet therefore cash flow is currently an issue. Loans from city to be discussed later in meeting. Report filed for audit. Circulation report for February distributed. March will be distributed at the May meeting.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Library overdue fines and fees – proposal distributed. Change is to increase current fines and fees to make standard with LTLS policies. This item will be on the agenda for approval at the May meeting. Changes to the fines and fees would be effective June 1, 2010 if passed.
- B. Budget – Discussion of budget as a whole. Discussion of various specific line items. The FY11 budget will be on the agenda for approval at the May meeting.
- C. New Board Members – Brandon Kimberlin has met with Hite and Franklin. He is a long time library patron and his active with his family at the library. He currently is employed by Springfield Electric. Other potential board members will be presented to the board next month for approval.
- D. Missing Policies: items 2 though 15 distributed in board packet.
 1. By Laws – Discussion tabled until next meeting.
 2. Mission statement
 3. Volunteers
 4. Reference Service
 5. Investment of Public Funds
 6. Indemnification and Insurance
 7. Freedom to View
 8. Budget and Finance
 9. Bloodborne Pathogens
 10. Acknowledgement and Disclaimer

11. Oath of Office
12. Authority to Spend
13. Accidents
14. Displays
15. Division of Responsibility

Approval:

- A. Per Capita Grant Loan from the City of Mattoon – motion to approve a loan from the City of Mattoon to cover FY10 bills (Keth/Eberspacher). The funds will cover Per Capita Grant funds that will be received after the completion of FY10 but must be used to cover FY10 expenses. Motion passed (unanimous).
- B. Tax Anticipation Grant Loan from the City of Mattoon – motion to approve a loan from the City of Mattoon to cover FY10 bills (Keth/Eberspacher). The funds will cover Tax Anticipation Grant funds that will be received after the completion of FY10 but must be used to cover FY10 expenses. Motion passed (unanimous).
- C. Missing Policies:
 1. Volunteers
 2. Reference Service
 3. Investment of Public Funds
 4. Indemnification and Insurance
 5. Freedom to View
 6. Budget and Finance
 7. Bloodborn Pathogens
 8. Accidents
 9. Displays

Motion to accept policies as distributed in Board Packet with corrections to Reference Service (Strike "The board of trustees and library director of Mattoon Public library encourage staff of all levels to pursue continuing education opportunities which will enable them to better meet the needs of the library's patrons.") and Budget and Finance (Change first sentence of second paragraph to read, "The State library recommends that each public library spends and minimum of 12% of its operating budget on materials for patrons.") (Keth/ Eberspacher). Discussion: Although the board of trustees agrees with the statement in the Reference Service packet, it is not necessary for the meaning of the policy and the placement of the sentence was confusing. Motion passed (unanimous).

Committees:

No reports

Adjourn: Motion to adjourn at 6:10 PM (Eberspacher/Ferguson).

A special meeting of the Mattoon Public Library Board of Trustees will be held on *Monday, April 26 2010 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

The next regular meeting of the Mattoon Public Library Board of Trustees will be held on *Monday, May 3, 2010 5:15 PM* Mattoon Public Library Kinzel Room, Mattoon IL.

Respectfully submitted,

Barbra Wylie, Secretary

Mattoon Public Library Board of Trustees
May 3, 2010

Present: Liana Hite, Bob Reid, Lissa Skocy, Steve Ferguson, Brandon Kimberlin, Clint Mausehund, Barbra Wylie, and Mary Jo Eberspacher. Also in attendance Library Director Ryan Franklin.

President Hite called the meeting to order at 5:11PM at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

No Visitors

Minutes, Financial Report and Circulation Report: Minutes of the 04/26/10 meeting were distributed, as well as the Treasurer's Report, Circulation, and Staff Reports. Motion to accept passed (Reid/Skocy).

Bills: Payment of bills passed (unanimous).

Discussion:

A. City Auction List-motion to accept by Ferguson/Mausehund passed (unanimous).

B. Missing Policies

i. Accidents-approved at the April meeting

ii. ALA Freedom to Read-Liana asked that the policy be posted at the circulation desk.

iii. ALA Professional Ethics

iv. Authority to Spend-Director Franklin explained that this does not supersede the bill payment policy

v. Policy Governing Board of Trustees

vi. By-Laws—Director Franklin was asked to change wording from 3-year-term to “1-year-term”.

vii. Division of Responsibility

viii. Electronic Meetings—It was noted that copies would need to be made available for all participants. Also, there were questions on phone capability for such meetings. It was suggested that phone updating or review be addressed.

ix. Gifts to the library—It was requested that an addition be made to the policy stating “A letter of appreciation will be sent for a donation of gifts of cash or in kind in excess of \$25, if the donor provides contact information.

Library Board of Trustees will be informed of donors on a regular basis.”

x. Inclement Weather

xi. Meeting Rooms—There was discussion on how to assess damage after room usage. Director Franklin will create a sign-off form for room user and library official that will be presented and co-signed when a meeting room is unlocked for use.

xii. Mission Statement.

xiii. Patron Discipline Policy—Changes in spelling made, as well as adding “If deemed necessary. . .”

xiv. Patrons with Disabilities

xv. Records Retention

xvi. Retirement—Policy was edited to read “accounts/ vesting pursuant to IMRF rules”.

Approval: With the exception of the Accidents Policy, which was passed at the April meeting, all policies were approved (unanimous) with changes as amended in open discussion (Wylie/Ferguson).

Recognition and Thanks: Retiring Mattoon Public Library Board of Trustees Steve Ferguson and Liana Hite were thanked for their years of service and presented with service plaques. Jack Keth (absent) was recognized as well.

Adjourn: Motion to adjourn at 6:25 PM (Ferguson/Reid).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, June 7, 2010 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
June 7, 2010

Present: Barbra Wylie, Bob Reid, Mary Jo Eberspacher, Clint Mausehund, Jo Swick, Lissa Skocy, Jack Keth, Bandon Kimberlin, and Library Director Ryan Franklin. Also in attendance Molly Grady, and Tony Nicholson-prospective board members and Herb Meeker from the Mattoon *Journal-Gazette*.

President Wylie called the meeting to order at 5:17pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors Comments: Prospective Board Members were introduced and noted their interest in the library and the purpose of the board. Herb Meeker asked for clarification regarding the air condition equipment, its operation and repair.

Minutes, Treasurers Report, Circulation Report, and Staff Reports:

- A. Clarification of minutes was made by Secretary Mary Jo Eberspacher. Motion to accept passed unanimous (Keth/Reid).
- B. Treasurer's Report-Director Franklin noted that borrowing was not needed.
- C. Circulation Report-Director Franklin explained that usage is down because there are fewer computers.
- D. Librarian's Report-Director Franklin explained the air conditioning situation and need to appropriate ARRA money for repair and replacement.
- E. Staff Reports noted
Motion to accept reports passed unanimous (Swick/Keth).

Bills: Payment of bills passed (unanimous).

Discussion:

- A. New Board Members-Molly Grady, Tony Nicholson, and Lynn Neal were identified as prospective board members. A motion to appoint Molly Grady and Tony Nicholson as prospective board members to be appointed by the mayor was passed unanimous (Reid/Keth).
- B. ARRA Grant and Projects-Director Franklin explained that process for the ARRA Grant requires a public meeting to be held on Monday, June 21, 2010 at 5:15 in the Kinzel Room of the Mattoon Public Library. Additionally, ACT on Energy and energy-savings measures were explained.
- C. Phones-Director Franklin provided information from CCI (Consolidated) and DS Communications that outlined options for a new phone system. Concerns about comparisons were noted by several board members and more information was requested.
- D. Strategic Planning and Disaster Meeting-Director Franklin explained that the

Per-capita Grant requires a strategic planning and disaster plan. President Wylie suggested that the executive committee hold a preliminary meeting to assist Franklin with outlining a plan that could be presented to the board.

Approval:

- A. Phone System—A motion to table the decision until more information is provided was unanimous (Keth/Mausehund)

Other Business:

- A. Oath of Office—All members repeated and signed the required oath.
- B. Recognition and Thanks—Retiring Mattoon Public Library Board Trustee Jack Keth was honored for 26 years of service and presented with a service plaque.

Adjourn: Motion to adjourn at 6:06pm (Reid/Swick).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, July 12, 2010 at 5:15pm in the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Respectfully submitted,
Mary Jo Eberspacher, Secretary

Mattoon Public Library Board of Trustees
August 2, 2010

Present: Molly Grady, Clint Mausehund, Brandon Kimberlin, Mary Jo Eberspacher, Jo Swick, Barbra Wylie, Bob Reid, and Director Ryan Franklin.

Absent: Tony Nicholson and Lissa Skocy

President Wylie called the meeting to order at 5:15PM at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: Director Franklin introduced representatives from D S Communications—Dave Sanders and Dwayne, Consolidated Communications-Karen Louthan, and Champaign Telephone Company—Greg _____.

In addition, Director Franklin introduced student workers Nick Sanders and Kerri Van Lanot.

Minutes, Treasurer's Report, and Librarians Report: Minutes of the 7/12/10 meeting , as well as the Treasurer's Report and Librarian's Report were approved. (Motion to accept Kimberlin/Reid). Director Franklin noted that a \$5,000 memorial for Paul Richards was received. Circulation reports will be available for the September meeting.

Bills: Payment of bills passed (unanimous).

Discussion:

A. Phones

Information and response to questions was provided by phone company representative from D S Communications, CCI, and Champaign Telephone Company. Explanation of VOIP systems, Nortel systems, and Cisco systems as well as set-up and maintenance costs was presented.

B. Smoking Policy

Director Franklin explained the need for a smoking policy which would mandate "no smoking" on the library grounds and walkways as well as within the building. City attorney Preston Owen noted that no motion/no vote was required to put such a policy into place. Board members agreed to the policy.

C. Standards

Director Franklin explained the rationale of the Illinois Public Libraries Personnel Standards and noted that the Mattoon Public Library meets Personnel Standards 1, 2, 4, 7, 9, 10, 11, and 12. Work continues to meet Standards 3, 5, 6, and 8.

D. Painting

Director Franklin explained that painting will begin in the lower basement hallway and the Kinzel room. She asked the board to “okay” the painting of her basement office and Wenche’s. Board members agreed unanimously.

Approval:

- A. Molly Grady made a motion to accept the bid on a VOIP system (phone system) from CCI. A second on the motion was made by Jo Swick. The motion passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on *Monday, September 13, 2010 at 5:15PM* at the Mattoon Public Library Kinzel Room, Mattoon, IL.

Adjournment at 6:25PM (Reid/Swick)

Respectfully submitted,
Mary Jo Eberspacher, Secretary

Mattoon Public Library Board of Trustees Meeting
September 13, 2010

Present: Barbra Wylie, Bob Reid, Mary Jo Eberspacher, Clint Mausehund, Brandon Kimberlin, Molly Grady, Jo Swick, Lissa Skocy, Tony Nicholson, and Director Ryan Franklin.

Vice President Reid called the meeting to order at 5:17 at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: Wenche—representing Mattoon Public Library Staff

Minutes, Treasurer's Report and Circulation Report: Minutes were approved unanimous (Swick/Grady). The Treasurer's Report was discussed and filed for audit. Circulation Reports for July and August were accepted.

Director's Report: Director Franklin noted that the contract for landscaping and grounds upkeep with Ver-Dane would expire and that due to issues with the present service a new company would be hired. Franklin also explained the goal of the Synergy Project and changes in LTLS.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Standards Chapter 7—Director Franklin noted that the library meets Standards.
- B. Per Capita Grant---Director Franklin explained that the grant application was made, but it may be 3 to 6 months before notification takes place.
- C. Grant Work—Director Franklin said that lights have been installed and there is still work to do on recessed and outside lighting.
- D. Phones—Director Franklin noted work should be complete by Sept. 15th.
- E. Name Tags—In an effort to promote positive customer service, MPL staff will wear a “staff button” rather than a name-tag and will use names when answering the phone.
- F. Fundraising—Director Franklin noted that she had investigated the Mouse Race Fundraiser. She and Wenche will attend a “mouse race” on Oct. 2nd to assess the feasibility and appropriateness of such an event for the benefit of the library.

Approval:

- A. Patron Conduct and Discipline—Director Franklin informed the Board of Trustees of an incident on 08/18/2010 at the library regarding inappropriate comments to a staff member from a patron. Michael Wildman made inappropriate comments to a staff member. Mr. Wildman has been previously banned from the library for the same offense. A motion was made to ban Michael Wildman from the Mattoon Public Library for a period of one year per the Patron Discipline Policy, Section 4 (Swick/Kimberlin). Motion passed (unanimous). Director Franklin will draft a letter to Mr. Wildman. The letter will be reviewed by Board President Barbra Wylie. Upon

approval by Wylie, the letter will be delivered to Mr. Wildman by a member of the Mattoon Police Department.

Adjourn: Motion to adjourn at 6:20PM passed unanimous (Reid/Grady).

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

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
October 4, 2010

Present: Barbra Wylie, Mary Jo Eberspacher, Clint Mausehund, Brandon Kimberlin, Molly Grady, Jo Swick, Lissa Skocy, Tony Nicholson, and Director Ryan Franklin.

Absent: Bob Reid

President Wylie called the meeting to order at 5:17pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

No visitors

President Wylie explained that she was surprised that Mr. Michael Wildman was not present at the meeting. The letter which banned Mr. Wildman from the library was delivered the previous Thursday, and Mr. Wildman had indicated in a phone call to Wylie that he wanted to appeal. Wylie explained the procedure applied by the Mattoon Public Library Board of Trustees, that the ban would stand unless overturned by the board, and that Mr. Wildman must contact Wylie and Director Franklin if he wanted to attend a board meeting.

Minutes, Treasurer's Report and Circulation Report: An error in the September 13, 2010 Minutes was noted by Swick that under Approval: A Patron Conduct and Discipline, the Minutes should read ". . . Mr. Wildman has been previously banned for 30 days from the library for the same offense." A motion to accept the minutes with the change was made by Swick/Skocy and passed unanimous. The Treasurer's Report was discussed, and Director Franklin noted a billing question with Consolidated Communications that she was investigating. Also, Franklin explained that an audit of the City of Mattoon accounts had uncovered that a payment of \$40,000 was due to the Mattoon Public Library. The Treasurer's Report was filed for audit. The Circulation Report was accepted. (Mausehund/Skocy-unanimous)

Director's Report: Director Franklin reviewed information on the popularity of Discovery Packs, that Wenche had chosen The Help by Katherine Skocket as the selection for the Adult Program, and that the Friends of the Library book sale was not as successful as the 2009 sale.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Per Capita Grant--Director Franklin noted that the Per Capita Grant was signed and sent.
- B. Fundraising—Director Franklin said that she and Wenche had traveled to Granite City, IL to take notes and observe the Mouse Race. She reported that gerbils, not mice, are used. She explained that a \$15 entry fee was charged; snacks and beer were served; a variety of gift baskets were available during a silent auction; and that she

and Wenche believed that with changes in venue, food, ticket sales, etc. the Mouse Race could be a positive fundraiser for the Mattoon Public Library. Board members discussed the need for a specific time frame if the event was scheduled for late February. Organizational points such as: possible dates, possible venues, ticket sale ideas, volunteers were discussed. President Wylie suggested that the decision to approve the fundraiser be tabled until the November 1st meeting.

Adjourn: Motion to adjourn at 6:10pm passed unanimous (Mausehund/Nicholson).

The next Mattoon Public Library Board Meeting will be held on Monday, Nov. 1, 2010 at 5:15pm in the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees

November 1, 2010

Present: Barbra Wylie, Bob Reid, Mary Jo Eberspacher, Clint Mausehund, Brandon Kimberlin, Molly Grady, Lissa Skocy, Tony Nicholson, and Director, Ryan Franklin.

Absent: Jo Swick

President Wylie called the meeting to order at 5:17pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: President Wylie explained that Mr. Michael Wildman had requested an opportunity to address the board of trustees, but because he was not present the board would continue with the agenda.

Minutes, Treasurer's Report and Circulation Report: Minutes were tabled to the December meeting. Treasurer's Report focused on a request from Richard's Lawn and Building Maintenance for a price increase for cleaning and questions on Consolidated Communications' billing for new phone system. The report will be filed for audit. The Circulation Report will be ready for the December meeting.

Director's Report: Director Franklin noted a number of upcoming holiday events at the library and an increase in vandalism. There was discussion on the need for updated security technology in the library.

Visitors: Mr. Michael Wildman arrived and asked to address the Mattoon Public Library Board of Directors. Mr. Wildman said that his remarks to staff members were not what was reported. For example, he said that he had not said anything to a staff member about how she looked in a bathing suit. He requested that the one-year ban from the library be lifted. After brief discussion, President Wylie asked if any board member wanted to make a motion to rescind the ban. No motion was made, and Mr. Wildman was escorted from the library by Tony Nicholson and Brandon Kimberlin.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. 2011 Holiday Calendar—Director Franklin explained that the number of holidays must match number of holidays for other Mattoon city employees.
- B. 2011 Board Meeting Calendar—Discussion on changing some meeting dates. Consensus to keep schedule as is.
- C. Fund Raising—Director Franklin explained that she was still looking at venues. February 26th was the date with least conflicts. The focus of the fundraiser may be updating the computer lab.

D. Cost increase request from Richard's Lawn & Building Maintenance—Director Franklin shared the price increase explanation. It was determined that \$200 price increase was reasonable.

Approval:

- A. 2011 Holiday Calendar-(Grady/Skocy) Motion passed (unanimous).
- B. 2011 Board Meeting Calendar-(Kimberlin/Skocy) Motion passed (unanimous).
- C. Increase for maintenance with Richard's Lawn & Building Maintenance-(Mausehund/Reid) Motion passed(unanimous)

Adjourn: Motion to adjourn at 6:17pm (Mausehund/Reid) Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, December 6, 2010, in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
December 6, 2010

Present: Mary Jo Eberspacher, Molly Grady, Brandon Kimberlin, Clint Mausehund, Tony Nicholson, Lissa Skocy, Jo Swick and Director Ryan Franklin.

Absent: Bob Reid, Barbra Wylie

In the absence of the president and vice-president, secretary Eberspacher called the meeting to order at 5:15 in the Kinzel Room of the Mattoon Public Library.

Visitors: None.

Minutes, Treasurer's Report and Circulation Report:

Minutes were approved as presented after motion by Mausehand/Grady.

Treasurer's report was discussed. Three bills for Ameren were paid during past month because there had been some confusion with the city's billing. A monthly bill from Consolidated has not yet been received. Our tax money will be coming from the city before the end of the year. The report will be filed for audit.

Circulation report included a graph showing increased circulation especially in the last half of 2010. Computer use is increasing even though there are only 7 computers available instead of 15 as before.

Director's Report: Ryan said that four of the six new chairs had been delivered. The Friends of the Library contributed to this purchase. "First grade! First card!" program will be beginning soon.

Bills: Payment of bills passed (unanimous).

Discussion:

A. LTLS Resolution – Ryan explained that state library systems have been given options of (1) dissolving, (2) merging or (3) becoming independent, but then would not be receiving state grant funds unless were part of a system. LTLS is one of the strongest systems and proposes to merge with the other 3 southern systems – Rolling Prairie, Shawnee and Lewis & Clark. By July 1, 2011, the resolution states that the new combined system would emerge and each of the 4 named above would cease to exist. However, not all of the details have been worked out including number of weekly deliveries and automation control.

B. Reciprocal borrowing is the term used to describe Champaign library charging citizens from Tolono and Mahomet to use Champaign's library.

C. Future of Library

(1) e-services – usage of electronic services has increased 300% this year. Motion passed unanimously (Swick/Grady) to allow Ryan to take advantage of a special offer in December to purchase e-books for \$1000 at Media Mall and Overdrive.

(2). 3rd Spaces is a current library term for becoming an electronic community discussion center.

D. Fund Raising – Discussion ensued as to the use of moneys raised; consensus was that 90% would be used for computer materials and 10% used for books including audio books. Because of time constraints, the date for an activity may need to be later than original February plan.

Motion by Grady, second by Kimberlin to approve the cleaning contract passed.

Meeting adjourned at 6:27 p.m. Next meeting will be at 5:15 p.m. on Monday, January 10, 2011.

Jo Swick
Secretary pro tem