

Mattoon Public Library Board of Trustees

January 10, 2011

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

ABSENT: Mary Jo Eberspacher and Jo Swick

VISITORS: None.

MINUTES, TREASURER'S REPORT & CIRCULATION REPORT: Minutes were approved as presented after motion by Grady/Reid. Treasurer's report was discussed. Ryan is working with Consolidated to get bill adjusted to agreed upon amount. Circulation report indicated a rise on Ebooks due to the increase of people using Ereaders.

DIRECTOR'S REPORT: Winter Reading had low numbers but was successful for those that joined. In the Kids Reader Program, 22 registered and 15 completed. In the teen's group, 2 registered and completed the program. In the adult's group, five registered and completed the program.

BILLS: Payment of bills passed. (Unanimous)

DISCUSSION: Fundraising: Subcommittee is Brandon, Clint, Lissa, Tony and Ryan. The date will be April 2 or April 9<sup>th</sup> at the Days Inn. It will be held from 7-10pm Don Sol will cater with light appetizers. The library will close that day at 3:00pm to allow for set up. The ticket prices will be \$15 per person or \$25 a couple. We will purchase t-shirts for workers of the event, to help identify those that can help patrons at the races. If we can get 10 items donated there will be a silent auction. WE will also have a 50/50 Raffle. Tony agreed to run the 50/50 and talk to the Lions Club.

Brandon is going to talk to Bob McCullough about being the emcee/dj of our event. Lissa confirmed that Don Sol would be interested in catering the appetizers. Ryan is going to design a logo to use on t-shirts and tickets. The committee will work on decorations at a later time. We will set the room up for a mix of tables and chairs. We want to set it up so that it lends itself to movement among the crowd. The age for this event will be 18 and up. Doors will open at 6:30 and races will begin promptly at 7:00pm

Meeting adjourned at 6:15. Next meeting is February 7<sup>th</sup> at 5:15.

Mattoon Public Library Board of Trustees  
February 7, 2011

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

**Absent:** Lissa Skocy

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

**Visitors:** Mrs. Anita Trame, Mattoon Middle School Librarian, and Read Across Mattoon members Dylan Eveland, Sadie Willaredt, Lydia Druin, and photographer, Malia Johanpeter presented the 2011 book choice- Found by Margaret Peterson Haddix. After providing an introduction to the book, students and Mrs. Trame answered questions from the MPL Board Members and presented copies of the novel to each.

**Minutes, Treasurer's Report and Circulation Report:** Minutes were approved as presented (Swick/Eberspacher). Treasurer's Report focused on a \$2000 gift from the Friends of the Library to be used for new computers. Brandon Kimberlin explained that the library had a \$69 credit from Springfield Electric. The report will be filed for audit. The Circulation Report noted an increase of 15%.

**Director's Report:** Director Franklin shared that due to issues with some teen and homeless patrons, the Mattoon Police had been contacted and had done several building walks. Also, there was an explanation of the list of Overdrive Titles attached to the report.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

A. Library Fines---Director Franklin reviewed the issue of lost revenue on fines and lost items which often exceeds \$12,000 per year.

She reviewed the process used to attempt to contact individuals and collect overdue materials or fines. Ideas were discussed on methods to improve

collection, and it was determined that Director Franklin would revise the letter that is presently sent to patrons with overdue materials stating that if the individual does not contact the library in 30 days from the date of the letter, then the matter will be turned over to a collection agency. In addition, Director Franklin will review the MPL Board Policy on Overdue Materials for correct wording, and she will research collection agencies in the area for assistance with the problem collections.

B. Fund Raising---Director Franklin passed out packets to MPL Board Members on the Great Mouse Race Fundraiser. The event is set for Saturday, April 2, 2011 at the Mattoon Days Inn. Tickets were included in the packets, and Director Franklin explained that additional tickets could be purchased on the MPL web site or at the library. Planning meetings are held on Wednesdays.

**Adjourn to Executive Session:** Motion to adjourn to Executive Session at 6:10pm (Reid/Swick). Motion passed (unanimous)

**Adjourn Out of Executive Session:** Motion to adjourn out of Executive Session at 7:01pm (Grady/Swick) Motion passed (unanimous).

**Adjourn:** Motion to adjourn at 7:02pm (Reid/Mausehund. Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, March 7, 2011 in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees

March 7, 2011

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

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

**Visitors:** Brian Johanpeter, Information Technology Director for the City of Mattoon and Pat Boze from Lincoln Trails Library System.

Mr. Johanpeter was present to answer questions regarding the technology project proposal for the MPL Server and MPL Mail Server Acquisitions.

Ms. Boze presented an overview of the reorganization/merger of the Lincoln Trails System with other downstate library systems to form the Illinois Heartland Library System beginning July 1, 2011. Her presentation covered background, reorganization rationale, geographic, financial, automation, cataloging, support information and individual library service descriptions. MLP Board member Jo Swick noted that Director Franklin had done a good job in keeping the board updated on the changes affecting the downstate library system.

**Minutes, Treasurer's Report and Circulation Report:** Minutes were approved as presented (Reid/Kimberlin). Treasurer's Report was accepted and will be filed for audit. The Circulation Report noted the effects of weather.

**Director's Report:** Director Franklin explained the present boycott on Harper Collins Books due to the limited usage for e-books, cuts for magazine subscriptions to maintain budget, proposed Summer Reading Programs, update of stair repair, and computer usage issues in the local history room.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- A. Technology—Director Franklin noted sending the two proposals for the MPL Mail Server Acquisition and MPL Server Acquisition to all MPL Board Members. As the project was included in the MPL proposed budget, MPL Board President Wylie signed the approval for the purchase.
- B. Fund Raising---Director Franklin explained that sign-ups for the fund raiser would be posted, noted tickets sold, raffle items donated, and additional tasks for the committee. There was discussion regarding security for the cash collected/deposited on Sat. April 2<sup>nd</sup>.
- C. Library Fines---Director Franklin noted that Unique Collections is the agency that works with most libraries on collections. She will continue to gather more information on the process.
- D. Staff Day---Director Franklin reminded all MPL Board Members that the annual Staff Day would be held on Wednesday, April 13<sup>th</sup>.

**Adjourn to Executive Session:** Motion to adjourn to Executive Session at 6:24pm (Swick/Skocy). Motion passed (unanimous)

**Adjourn Out of Executive Session:** Motion to adjourn out of Executive Session at 6:29pm (/MausehundGrady) Motion passed (unanimous).

**Adjourn:** Motion to adjourn at 6:30pm (Eberspacher/Kimberlin). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, April 4, 2011 in the Kinzel Room of the Mattoon Public Library, Mattoon, IL.

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees  
April 4, 2011

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

**Absent:** Clint Mausehund and Lissa Skocy

President Wylie called the meeting to order at 5:22pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

**Visitors:** No Visitors

**Minutes, Treasurer's Report and Circulation Report:** Minutes were approved as presented (Swick/Kimberlin). Treasurer's Report was accepted and will be filed for audit. The Circulation Report was discussed and accepted.

**Director's Report:** Director Franklin answered questions on the Battle of the Books scheduled for Saturday, Mar. 26<sup>th</sup>. She noted many positive responses.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- A. Fund Raising---Director Franklin reviewed the expenses and revenue from the Great Mouse Race 2011. She explained that some money is still coming in. Also while there was no official count, approximately 120 participated in the event.  
It was suggested that name tags be provided for workers for the 2012 event, that workers rotate positions during the event and that Friends of the Library be encouraged to volunteer for the event.  
  
Finally, appreciation was expressed to the staff (Morgan, JW, Jasmine, Kerri, Marcia, Aaron, and Wenche) for their help and support, and to Brian Johansen for tech set-up and photographs of the fundraiser.
- B. Collections---Director Franklin noted that Unique Collections system will integrate with ours for about \$8.75 and a \$10 charge to patrons. Also, the Board will need to make a decision on parental responsibility for

children's fines. Discussion of sending a blue letter for overdue fines of \$50-and up was discussed and the need to work out a payment plan for those who cannot afford to pay an entire fine. This will require revisions to the Mattoon Public Library Policy (Circulation) and will be discussed at the May MPL Board Meeting.

- C. Budget---Director Franklin asked if there were any questions on the budget. Also, she explained that the MPL will get the per capita grant.
- D. Police Walk-through---Director Franklin informed MPL Board Members that police have done several building "walk-about" before closing after 2 men were seen leaving the library after closing.
- E. Staff Day---Director Franklin reminded all MPL Board Members that the annual Staff Day would be held on Wednesday, April 13<sup>th</sup> with lunch served at noon.
- F. Reminder of the special MPL Board Meeting on Monday, April 25<sup>th</sup> at 5:15pm.

**Adjourn:** Motion to adjourn at 6:05pm (Grady/Kimberlin). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, May 2, 2011 at 5:15pm in the Kinzel Room of the Mattoon Public Library, Mattoon, IL.

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees  
April 25, 2011

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

**Absent:** Tony Nicholson

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

**Visitors:** Aaron Prosser and wife.

Aaron asked the MPL Board to consider that when he is under stress, he often jokes as an outlet. His comments were nothing more than that. President Wylie thanked him for his remarks.

**No Reports**

**Bills**—Payment of bills passed (unanimous)

**Discussion:**

- A. FY12 Budget—President Wylie asked if there was any discussion. A questions was raised about the cost of candy for the Bagelfest and Christmas parades. A suggestion to explore alternatives to candy was noted for discussion at a later meeting. Grady/Swick.
- B. Close FY11 Budget—President Wylie asked if there was any discussion. It was noted by Director Franklin that some bills had not been received.

**Approval:**

- A. FY12 Budget-(Grady/Swick). Motion passed (unanimous).
- B. Close FY11 Budget accepted with exceptions of bills not received (Reid/Kimberlin). Motion passed (unanimous).

**Adjourn to Executive Session:** Motion to adjourn to Executive Session to discuss personnel matters made at 5:35pm (Skocy/Reid) Motion passed (unanimous). Following discussion a motion was made to move forward to remove an employee pending receiving legal advice from the city attorney



(Eberspacher/Skocy). Motion passed (unanimous).

**Adjourn from Executive Session:** Motion to move out of executive session was made at 6:10pm (Grady/Skocy). Motion passed (unanimous).

**Adjourn:** Motion to adjourn was made at 6:20pm (Wylie/Reid). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, May 2, 2011 in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,

Mary Jo Eberspacher

## Mattoon Public Library Board of Trustees

May 2, 2011

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

**Absent:** Jo Swick, Bob Reid, Brandon Kimberlin

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

No Visitors

**Minutes, Financial Report and Circulation Report:** Minutes of the April MPL Board Meeting were approved as presented (Skocy/Grady) . Minutes of the Special /End of the Fiscal Year Board Meeting were approved as presented (Mausehund/Grady). The Treasurer's Reports for April and the end of the fiscal year were accepted and will be filed for audit. The Circulation Report will be ready for the June meeting.

**Bills:** Payment of bills passed (unanimous).

**Director's Report:** Ryan noted vandalism in the bathrooms and that someone had made a bed in the attic of the library. Police were called, pictures were taken, and the locks were changed on the attic doors. There have also been issues with the homeless including: language, personal hygiene, sleeping, lack of respect for staff and patrons, and bathroom usage/vandalism. Ryan reported that some patrons are uncomfortable or do not use the library as a result of these issues. These concerns will continue to be monitored by Ryan and other MPL Staff.

**Discussion:**

**A. Members on MPL Board up for renewal .** Bob Reid, Lissa Skocy and Barbra Wylie are all up for renewal in June 2011. Lissa and Barbra indicated a willingness to remain on the board for another term. Bob will be contacted. Officers will be elected in July 2011.

**Adjournment:** A motion to adjourn was made at 6:05 PM  
(Mausehund/Nicholson).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday,  
June 6, 2011 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 6, 2011

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

**Absent:** Lissa Skocy and Tony Nicholson

Vice President Reid called the meeting to order at 5:19PM at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

No Visitors

**Minutes, Financial Report, Circulation Report and Staff Report:** Minutes of the May MPL Board Meeting were approved as presented (Swick/Kimberlin). The Treasurer's Reports for May was accepted and will be filed for audit. The Circulation Report noted a dip in May. Director Franklin explained it was probably due to LTLS issues.

In the Director's Report, Ryan provided an overview of the MPL Summer Reading Program with 182 children, 40 teens, and 58 adults signed up to participate. She also thanked the Friends of the Library for their financial support. In LTLS news, Ryan noted that Champaign and Urbana were leaving LTLS by December 2011.

**Bills:** Payment of bills passed (unanimous).

### **Discussion:**

- A. Grants in Progress**—Ryan explained that there was an issue with the specs which needed to be resolved before a go-ahead could be given for work on air conditioners. At present, air conditioning is non-functional. Industrial Mechanical took out filters but did not replace them in the last servicing (circa 2002). It has been determined that Commercial Refrigeration can rebuild or refurbish some existing air conditioners. In regard to the excessive heat problems, Ryan noted the use of fans, rotation of staff to cooler parts of the building, and water and cool-down breaks for staff.

Also, Ryan reported that work on the front steps must be approved by the TIF Board, City Council, then the MPL Board. This may be on the agenda for September.

**B. Collection Agencies**—Ryan reviewed information from Unique National Collections including a sample of the collection notice. It is a fully automated system and cost-effective.

**C. Policy Change**—Ryan explained the policy change which will address the use of collections at \$30 and the use of “plastic” for payment.

**D. End of Year Reports**—Ryan reported that overall usage is up 10%

**E. MPL Board Membership**—Vice President Bob Reid will resign from the board in July. President Wylie asked Brandon Kimberlin to consider taking the Vice Presidency. Clint Mausehund will remain MPL Treasurer, and Mary Jo Eberspacher will continue as MPL Secretary for 2011-12. President Wylie asked members to consider candidates to fill Bob Reid’s seat. She thanked Bob for his years of service to the MPL Board.

**Adjournment:** A motion to adjourn was made at 6:05 PM (Swick/Grady).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, July 11, 2011 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL  
Respectfully submitted,

Mary Jo Eberspacher

## Mattoon Public Library Board of Trustees

July 11, 2011

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

**Absent:** Barbra Wylie

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

No Visitors

**Minutes, Financial Report, Circulation Report and Staff Report:** Minutes of the June MPL Board Meeting were approved as presented (Swick/Grady). The Treasurer's Reports for June was accepted and will be filed for audit. The Circulation Report reflected the positive response to scheduled events according to Director Franklin.

In the Director's Report, Ryan noted the enthusiasm generated by Movies in the Park and help from Justin Grady to make the program successful. The next feature will be Moonspinners. Also, the official change has been made as LTLS is now Illinois Heartland Library System.

**Bills:** Payment of bills passed (unanimous).

### **Discussion:**

A. *Collection Agencies*—Ryan asked if there were any questions/discussion regarding the use of Unique Collections.

*The MPL Board unanimously approved the decision to use Unique National Collections (Grady/Skocy).*

B. *Policy Changes*—Ryan asked if there were any questions/discussion in regard to the Heat Policy, Circulation Policy, or Lost and Damaged Policy. Molly Grady noted the needed addition of \$30 to the outstanding account balance statement in the Circulation and Lost, Damaged, and Overdue Policies. Jo Swick noted the need to change LTLS to Illinois Heartland Library System in the proposed policies.

The MPL Board unanimously approved the Heat Policy (Skocy/Grady)  
The MPL Board unanimously approved the Circulation Policy with the proposed additions (Grady/Swick). The MPL Board unanimously approved the Lost, Damaged and Overdue Policy with the proposed additions (Swick/Eberspacher).

C. IPLAR—Ryan answered questions regarding use of e-books and usage.

D. Air Conditioning—Ryan explained that the Grant will replace 3-4 units, but the specs are still being reviewed. Cost for cleaning and new parts/repair will cost approximately \$7,200. It was determined that the water cooling tower is not large enough for the system. The 1<sup>st</sup> floor is cool, and work continues on the rest of the building.

E. New Board Member Recommendation—Ryan asked MPL Board Members to offer names of candidates to replace retired member Bob Reid as soon as possible.

F. It was suggested that a plaque be ordered to honor Bob Reid for his years of service on the MPL Board.

**Adjournment:** A motion to adjourn was made at 5:58 PM (Swick/Grady).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, August 1, 2011 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Mary Jo Eberspacher

## Mattoon Public Library Board of Trustees

August 1, 2011

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

**Absent:** Mary Jo Eberspacher

President Wylie called the meeting to order at 5:20PM at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

No Visitors

**Minutes, Financial Report, Circulation Report and Staff Report:** Minutes of the July MPL Board Meeting were approved as presented (Swick/Grady). The Treasurer's Reports for July was accepted and will be filed for audit. There was no Circulation Report due to the timing of the meeting. We will have 2 to review at next month's board meeting.

In the Director's Report, Ryan gave recap on Summer Reading Program. 312 signed up, 135 completed, 178 participated. This is a completion rate of 57%. We have never been over 50% in the past.

**Bills:** Payment of bills passed (unanimous).

### **Discussion:**

- A. Grant Work: The 2<sup>nd</sup> floor is the ONLY floor to go over 85 degrees since the last board meeting. The bid is out to get everything fixed. Would like to get three bids. All the information for placing a bid is on the website. The bid's are due Monday, August 8, 2011 at 5pm. There will be a committee meeting (Jo Swick and Molly Grady) to open all of the bids.
- B. Stairs: The Stair Specs were not accepted. (Rick at USDA) we are going to redo them and resubmit.
- C. Mouse Races: will talk about possible dates at next scheduled board meeting.
- D. New Board Member: Ryan asked MPL Board Members to offer names of candidates to replace retired member Bob Reid as soon as possible.



**Adjournment:** A motion to adjourn was made at 5:55 PM (Skocy/Mausehund)

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, September 12, 2011 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Lissa Skocy

## Mattoon Public Library Board of Trustees

September 12, 2011

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

**Absent:** Lissa Skocy and Tony Nicholson

President Wylie called the meeting to order at 5:22PM at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: **Candy Rankin, proposed MPL Board Member. Candy was welcomed and introduced to board members.**

**Minutes, Financial Report, Circulation Report and Staff Report:** Minutes of the August MPL Board Meeting were approved as presented (Swick/Kimberlin). The Treasurer's Report for August was accepted and will be filed for audit. The Circulation Reports for July and August showed a slight dip. Director Franklin explained it was probably due to heat issues on the 2<sup>nd</sup> floor. However, she noted that e-book checkouts were up substantially.

In the Director's Report, Ryan reported the positives of the summer movies at Lytle Park as a positive partnership and noted increased interest throughout summer months. She mentioned the possibility of purchasing a new projector for the 2012 season that would provide a wider screen. Also, Ryan reviewed the increased participation of the MPL Summer Reading Program and an interest in a partnership from the Mattoon School District. She noted that phone-computer issues had been resolved and a broken handrail on the first floor would be fixed soon. Next, Ryan explained that there would not be a downtown holiday night due to lack of interest in the business community. She explained that the MPL might do something just at the library.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- A. Grants in Progress**—Ryan explained that TIFF had given the go-ahead for \$55,000. Bids will be due before the October meeting and work should be completed by the end of November.
- B. Holiday Schedule**—Ryan explained the proposed schedule and explained that the library must take the same number of holidays as the city (13) but the selection of holidays **does** not have to be the same.
- C. Fundraising**—There was some discussion on possible dates and a venue for the fundraiser. Ryan will investigate open dates for the mouse race company.
- D. Standards**— Ryan discussed Chapter 2-Governance and Administration noting that the MPL Board had reviewed this in February 2010. Few changes were needed, but a Patron Satisfaction Survey is planned. While the MPL currently does not meet Standards 5 & 6, Ryan plans to work on this as the budget permits. Next, Ryan discussed Chapter 4-Facilities and explained that parking continues to be an issue but that existing street parking is open to the public. With Standard 15, the children's and teen's department shelving and seating do not meet state requirements. As the budget allows, this will be addressed. It was suggested that the focus of this year's fundraiser could be the children and teen areas.
- E. Budget**— There was a question on the Reconciliation Discrepancies of \$449.65 which Ryan will investigate.

**Adjournment:** A motion to adjourn was made at 6:11 PM (Grady/Kimberlin).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, October 3, 2011 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees  
October 3, 2011

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

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

**Visitors:** No visitors

**Minutes, Treasurer's Report and Circulation Report:** Minutes of the September MPL Board Meeting were approved unanimously as presented (Grady/Skocy). Treasurer's Report was accepted. The Circulation Report noted that circulation of e-books and audio books is up. Both reports will be filed for audit.

**Director's Report:** Director Franklin explained that 1<sup>st</sup> grade reader bags were ready as the First Grade First Card program begins. All Mattoon schools are participating in the program. Also, the new heat pump units have not been shipped, but Commercial Refrigeration has them scheduled for immediate installation when they arrive. Next, the handrail and newel post on the first floor are repaired. Ryan stated that if the handrail breaks again, a sturdier model should be installed. Finally, Ryan explained the issues with hacking into the library's Facebook accounts. These included inappropriate messages. The messages were removed and apologies posted as soon as the hacking was noticed.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- C. Friends of the Library Book Sale—Director Franklin noted in the Librarian's Report that the sale went well and an estimate on totals

was about \$2300. There were concerns expressed over miscommunication with Director Franklin . A representative of Friends of the Library may attend an upcoming MPL Board Meeting.

- D. Grant Work---Director Franklin explained that no bids were given for work on the stairs and walkway. A re-bid will have to take place as the USDA required that these be submitted this year. Companies submitting bids must meet city and state requirements.
- E. Fund Raising Event—Director Franklin explained that the Mattoon Days Inn, the suggested venue for The 2<sup>nd</sup> Great Mouse Race, has no manager, so scheduling the event was at a standstill. Tom Jones, the owner of the animals, had open dates but was on vacation. It was suggested that discussion of the project be tabled until the November meeting when more information was available.
- F. 2012 Holiday Calendar—Director Franklin explained that the schedule was organized so that the library would be open when children are out of school.
- G. 2012 Board of Trustees Meeting Calendar-- Consensus to keep schedule as is.
- F. Per Capita Grant—Director Franklin suggested that the \$18,000 be utilized in the following manner: 1) \$1,000 for staffing programs, 2) \$1,000 for a new projector, 3) \$5,000 for AV collection, 4) \$5,000 for kids and teens collections, 5) \$2,000 for e-books , 6) \$4,300 for staff bonus. Ryan noted that the Mattoon city employees receive raises, but the MPL staff has not due to the funding issues. This would be a way to recognize the work of the MPL staff. It was suggested that a motion to approve next month (at the November meeting) be noted in the minutes.
- G Endowment Fund—Director Franklin explained that there is \$30,811.85 in the fund. Approximately \$900 is spendable within a certain time period or the money is reinvested. Formal requests for the money must be sent to the Mattoon Area Community Foundation. Ryan is investigating deadlines for making application for the funds and information on the fund’s management.

**Approval:**

C. 2012 Holiday Calendar-(Skocy/Kimberlin) Motion passed (unanimous).  
**Adjourn:** Motion to adjourn at 6:17pm (Swick/Grady)) Motion passed  
(unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on  
Monday, November 7, 2012, in the Kinzel Room of the Mattoon Public Library,  
Mattoon IL.

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees  
November 7, 2011

**Present:** Brandon Kimberlin Mary Jo Eberspacher, Clint Mausehund, Molly Grady, Candy Rankin, Tony Nicholson, and Director, Ryan Franklin.

**Absent:** Barbra Wylie, Jo Swick and Lissa Skocy

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

**Visitors:** No visitors

**Minutes, Treasurer's Report and Circulation Report:** Minutes of the October MPL Board Meeting were read and approved unanimously as presented (Grady/Rankin). Treasurer's Report focused on maintenance costs and Christmas card expense which doubled from 2010. Ryan explained the increased cost was due to not checking prices before ordering 2011 cards. The report will be filed for audit. The Circulation Report showed continued increase in e-book checkout and decrease in print materials. Ryan noted the Champaign Library issue at this time may be affecting each. Both reports will be filed for audit.

**Director's Report:** Director Franklin gave an overview of MPL activities for November and December. These included staff participation in Heartland vendor demos in November. Participation in the Mattoon Holiday Parade on Nov. 19<sup>th</sup>, Holidays Downtown, the MPL staff and volunteer holiday party on Dec. 12<sup>th</sup> and One Stop Community Christmas on Dec. 17<sup>th</sup>.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- H. Grant Work---Opened bids for work on stairs and walkway  
Jesse Concrete---Arcola---\$82,423  
Evans & Mason---Springfield---\$56,410

Bartels Construction---Mattoon---\$83,500

Ryan explained that Mattoon City Attorney Preston Owen and USDA will read the bids to check that they meet grant requirements. Due to the disparity in the Evans & Mason bid, the MPL Board asked that references of all firms be checked, that additional questions be directed to the firms on the work to be completed and that Kyle Gill look at the bid criteria. The MPL Board asked to table the decision on the bid until the next meeting when more information would be available.

- I. ILHS Update---Ryan reviewed that the Champaign Public Library has been suspended from the Illinois Heartland Library System. They have 60 days to change their policy on charging library patrons from other libraries, but if the library does not comply with the Heartland policy and state law, the library will be released from the system. At present, Urbana Public Library is still in the system. MPL Board Members discussed the news coverage of Champaign's suspension and commended Ryan on keeping the board updated and the public informed.
  
  - J. Fund Raising Event---Discussion covered issues with a venue and conflicting dates in February and early March. Ryan will check on Mar. 24<sup>th</sup> and Mar. 31<sup>st</sup> as a backup date.
  - K. Per Capita Grant---Ryan reviewed 2011 Per Capita Grant expenditure outline for the \$18,700.00:
    - Staffing----- \$4,500 to be used for bonuses
    - Collections----- \$13,000 to be divided as follows:
      - \$5,000 for children's print/e-service, \$5,000 for electronics,
      - \$3,000 for e-books
    - Programs----- \$1,000 for a new projector
    - Miscellaneous----- \$200
- \*Ryan noted several changes made in the proposal from what she outlined at the October meeting. These were increasing e-books from



\$2,000 to \$3,000, increasing money for staff bonuses from \$4,250 to \$4,500 and eliminating \$1,000 for staffing programs. (This was in addition to the \$1,000 for the new projector. See MPL October Minutes).

**Approval:**

- D. Bid for stair and walkway repair—tabled until Dec. meeting
- E. 2012 Board Meeting Calendar-(Grady/Nicholson). Motion passed (unanimous).
- F. Per Capita Grant expenditures-(Grady/Nicholson). Motion passed (unanimous).

**Adjourn:** Motion to adjourn at 6:38pm (Mausehund/Grady). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, December 5, 2011, in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,

Mary Jo Eberspacher

Mattoon Public Library Board of Trustees  
December 5, 2011

**Present:** Molly Grady, Brandon Kimberlin, Clint Mausehund, Tony Nicholson, Candy Rankin, Jo Swick, Barbra Wylie and Director, Ryan Franklin.

**Absent:** Lissa Skocy and Mary Jo Eberspacher

President Wylie called the meeting to order at 5:19 pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

**Visitors:** No visitors. Luke Weller from Evans-Mason, Inc. was unable to attend.

**Minutes, Treasurer's Report and Circulation Report:** Minutes of the November MPL Board Meeting were read and approved unanimously as presented (Kimberlin,/Rankin). Treasurer's Report showed that the heating repairs had been paid and Ryan reported that the system was working much better although new thermostats still need to be installed. Part of the per capita funds was spent on e-books. The report will be filed for audit. The Circulation Report showed continued increase in e-book checkout and decrease in print materials. Ryan noted that some DVDs and movies seem to have disappeared. The situation with Champaign library's non-participation in IHLS has still not been fully resolved.

**Director's Report:** (Attached) Director Franklin reported that the library's Santa Claus was one of three at the downtown Mattoon event, but still 158 children (down from 215 last year) visited with him.

**Bills:** Payment of bills passed (unanimous).

**Discussion:**

- A. Crosby memorial – Ryan had drafted a letter to Lynn Neal, the administrator of Hazel Crosby's estate in which she gave information about the three proposed projects (security system, children's floor shelving and computer lab). She has also contacted Jon from the Community Foundation about establishing an endowment. In addition, the cost of repair of the SW plaza and establishment of a public area

could be considered. Motion to approve letter after corrections (Swick/Grady) was passed unanimously.

- B. Grant work/bids – Motion to approve the low bid and alternative bids (Mausehund/Kimberlin) carried.
- C. Cleaning crew request – Crew requested \$200/month increase. After discussion, motion to table the request and give Ryan permission to negotiate an increase (Kimberlin/Nichols) carried. After negotiations, an e-mail vote will be taken.
- D. New Board Member – Suggestions to replace Lissa Skocy beginning in January were discussed. Ryan will make follow-up calls and e-mail the names to board members.
- E. Great Mouse Race - has been set for March 24 at the Days Inn. “Mouse” company has been secured for that date.

**Adjourn:** Motion to adjourn at 6:25 p.m. passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, January 9, 2012, in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Jo Swick, Secretary pro tem