

Mattoon Public Library Board of Trustees
January 6, 2012

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

Absent: Jo Swick

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

Visitors: Patrick Hannan from Commercial Refrigeration

Minutes, Treasurer's Report and Circulation Report: Minutes of the December MPL Board Meeting were read and approved unanimously as presented (Grady/Rankin). Treasurer's Report noted the special account established for the Hazel Crosby legacy. The Circulation Report showed continued increase in e-book checkout. Ryan was commended for her "how-to" for patrons who want to use library services. Both reports will be filed for audit.

Director's Report: Director Franklin thanked MPL Board Members for their Chamber Bucks and noted the success of the One Stop Community Christmas. She explained that Evans-Mason started outside brick work and expects to be finished by the end of February.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Heating system—Patrick from Commercial Refrigeration explained the boiler issues. The present system does not accommodate increased pressure when temperatures fluctuate in the building and as a result the alarm sounds. His recommendation is to replace the boilers, 2 pumps at a time. The cost would be \$1,300 + labor= \$4,190. Extra labor is a cost factor in replacing boilers individually. The work could be completed with about 1 week notice. Additionally, he recommended having an in-service to show staff and MPL board members how to restart the system properly. Finally, Patrick recommended the

consideration of replacing the cooling tower in the near future. After questions and discussion, it was determined to move the discussion item for approval at the February MPL Board Meeting.

B. Cleaning Crew Request

Ryan proposed a \$100 increase for service through April. At that time MPL will bid cleaning services, and these will begin in May.

C. Children's Department

Ryan showed pictures of browsing bins, shelving, tables and chairs that she and Laura had priced and organized in a floor plan. The materials and furniture total \$49,629 and would be covered through the Hazel Crosby Memorial. Ryan explained that there would be no waste, as other shelving and furniture would be utilized in other areas of the library. The new furniture and equipment could be in place by mid-March.

D. Computer Lab

Ryan explained the pros and cons of the computer lab suggestions and has asked Brian Johansen for his input as well. Information on the web site will be sent to all MPL Board Members, so that they can view various computer models.

E. New Board Member

Two names have been proposed as candidates to fill the MPL Board position vacated by Lissa Skocy. These are Sue Auer and Melinda Stevens. Ryan noted that arrangements will be made to contact both and set meeting times.

F. Great Mouse Race

Ryan noted that March 24th is the date for the 2nd annual fundraiser and the venue is Days Inn. More information will be presented at the February MPL Board Meeting.

Approval:

- A. Children's Department Updates -(Eberspacher/Kimberlin). Motion passed (unanimous).

B. Cleaning Crew Request-a motion to increase payment by \$100 through April, bid the cleaning in March/April, and include a performance clause and negotiation of yearly increase was made by Kimberlin/Grady. Motion passed (unanimous).

Adjourn: Motion to adjourn at 6:3pm (Grady/Kimberlin). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, Feb. 6, 2012, in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
February 6, 2012

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

Absent: Tony Nicholson

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

Visitors: Mrs. Cheryl Body, Mattoon Middle School teacher, and Read Across Mattoon members Henry Skocy and Nick Helms presented the 2012 book choice- All the Broken Pieces by Ann E. Burg. After providing an introduction to the book, students and Mrs. Body answered questions from the MPL Board Members and presented copies of the novel to each. Nick Helms' family was present, as well.

Minutes, Treasurer's Report and Circulation Report: Minutes were approved as presented (Kimberlin/Swick). Treasurer's Report noted a transfer of monies to the building fund. The report will be filed for audit. The Circulation Report noted non-fiction usage is down, but e-readership is up. Ryan explained that this is true across the Illinois.

Director's Report:

1. Director Franklin shared statistics from Unique Collections that \$492.55 was recovered in January. This means that \$120 goes to the agency @ \$8.95 per client. A total of 116 accounts were submitted for a recovery to MPL of \$372.55.
2. There are still issues with e-mail usage for the City and MPL.
3. Repair to lock on front door will be completed.
4. Ryan will get advice from Preston Owen on the issue of how to address a patron who has filed for bankruptcy and cannot pay existing fines, but who comes to the library to check-out new materials.
5. The date for the MPL Staff Day must be changed due to the remodeling to April 19, 2012.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Computer Lab—Director Franklin sent options by e-mail. These included check-out of netbooks for use in the building, but these can not be checked out. There will be a camera at the check-out so a picture of the patron is taken at the time of checkout. The cost of this project, including set-up is \$38950.

- B. New MPL Board Member—Director Franklin explained that Melinda (Mindy) Stevens has accepted the position to serve on the MPL Board.

- C. Fund Raising---Director Franklin asked MPL Board Members to help in making phone calls for the Great Mouse Race II and provided a “To Do” list. Present costs include:
 - 1. \$700----catering for 125 people
 - 2. \$250----DJ services/sound system by Monica Genta

Approval:

- A. Computer Lab—A motion to approve plans for the computer lab was made (Swick/Grady). Motion passed (unanimous).

- B. Grand Re-opening of Children’s Section of the Library—A motion was made to approve the date of April 21, 2012 for the reopening (Kimberlin/Mausehund). Motion passed (unanimous).

- C. New MPL Board Member---A motion to accept Melinda Stevens as a MPL board member was made (Rankin/?) Motion passed (unanimous).

Adjourn: Motion to adjourn at 6:32 (Swick/Kimberlin). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, March 5, 2012 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
March 5, 2012

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

No absences

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 were approved as presented (Kimberlin/Swick). Treasurer's Report was accepted and will be filed for audit. The Circulation Report listed the category of New Books at 44% change; this was noted as incorrect.

Director's Report: Director Franklin shared examples of the lunch boxes which will be used for summer reading programs. She mentioned issues with some difficult patrons, but noted the staff's positive attitude in dealing with patron issues over fines and the construction/repairs with the stairs.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Fund Raising---Director Franklin reviewed the plans for the Great Mouse Race: 1) tickets to MPL Board Members, 2) decorations/decorating at Days Inn, 3) work shifts, 4) event time-6:00pm to meet and doors opening at 6:30pm, 5) payment options for guests
- B. Updates
 - 1) Stairs—The color of concrete is a good match. The handrails and bike racks will be installed soon.
 - 2) Lap tops—Camera will be installed by May.

C. Cleaning Specifics

Insurance, bonding and workmen's comp. is included. The crew will work 5 nights per week but no Friday or Saturday work. A list of specific duties will be followed. It was noted that the wording of time spent needed to be revised on the contract.

Approval:

A. Cleaning Specifics

A motion to approve the Notice to Bidders for MPL Library Cleaning Contract was made by Kimberlin/Nicholson. Approved (unanimous).

Adjourn to Executive Session:

A motion to move to executive session to discuss items relating to matters of personnel was made at 5:52pm by Eberspacher/Kimberlin. Approved (unanimous).

Reconvene

A motion to move out of executive session was made at 6:10pm by Rankin/Grady. Approved (unanimous).

Adjourn: Motion to adjourn at 6:10pm (Kimberlin/Swick). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, April 2nd, 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 2, 2012

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

Vice President Kimberlin called the meeting to order at 5:21pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: none

Minutes, Treasurer's Report and Circulation Report:

Minutes were approved with the addition of Candy Rankin's name added to those present at the March 5th MPL Board Meeting (Swick/Grady).

Treasurer's Report-Director Franklin explained that the report would look odd due to City/Library funding of building projects, but this was due to auditing requirements. Also, she explained that there was a mistake on a computer company invoice, and after correction, the check was voided. Treasurer's Report was filed for audit. There was no Circulation Report.

Director's Report:

Director Franklin noted the skeleton crew as some part-time and summer staff members leave the library. She outlined the replacements (both part-time and summer temp). Ryan also reviewed recurring issues with a patron. Board member Tony Nicholson had addressed the issues with the patron. The MPL Board will continue to monitor the situation. Finally, Ryan shared a powerpoint and fee structure that was presented by Heartland LSSAPs to outline upcoming usage and fee structures.

Bills—Payment of bills passed (unanimous)

Discussion:

A. Cleaning Contract

Ryan explained that MPL had received 1 bid. The bid was for \$1465 per month or \$17,580 per year. The company making the bid has no performance bond which is required by the City of Mattoon. The existing contract will end on April 30, 2012. After discussion, MPL Board members moved to table any approval

pending further information. Motion made (Swick/Kimberlin) and approved (unanimous).

B. Mouse Race/Fund raising

Ryan presented the totals on Great Mouse Race 2012. Expenses were down, and the total profit exceeded last year's event by only \$231.72. Ryan noted that MPL Staff had suggested a Family-friendly Event for 2013. Other ideas will follow.

C. Budget

Ryan presented a spreadsheet outlining the 2012-13 Budget. Discussion focused on the Staffing budget breakdown. It was determined that MPL Board Members would vote on the budget at the next meeting on April 30, 2012. Members should vote on the staffing options of the budget before the next meeting by e-mail and cc to President Wylie.

Adjourn: Motion to adjourn was made at 6:48pm (Kimberlin/Rankin).
Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, April 30, 2012 in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
April 30, 2012

Present: Barbra Wylie, Mary Jo Eberspacher, Clint Mausehund, Molly Grady, Mindy Stevens and Director, Ryan Franklin.

Absent: Tony Nicholson, Jo Swick, Brandon Kimberlin and Candy Rankin

President Wylie called the special meeting to order at 5:24pm at the Mattoon Public Library, Kinzel Room, Mattoon, IL.

Visitors: No visitors

Reports: Circulation Report was approved and filed.

Bills—Payment of bills passed (unanimous)

Discussion:

- D. FY13 Budget—President Wylie asked if there was any discussion. Director Franklin explained the rationale for a tax anticipation loan request. This will cover added costs for heat pumps and step repair until the City of Mattoon/ USDA grants are received and distribution of funding is made.
- E. Surplus
 - 1. Limestone---Director Franklin noted the extra limestone left from former building projects and suggested selling it. She will check pricing and provide further information.
 - 2. Old bike rack---Director Franklin noted the old bike rack should be declared surplus, offered to a non-profit or sold. She will investigate and report.
- F. Board member re-appointments
Director Franklin explained that June 30th marks the end of the term of MPL Board positions for Brandon Kimberlin, Clint Mausehund and Mary Jo Eberspacher. Brandon Kimberlin and Clint Mausehund have indicated that they wish to serve another 3-year term. Mary Jo Eberspacher, MPL Board Secretary, will not seek another term. It was determined that at the May MPL Board Meeting a slate of officers would be presented for discussion, that

a discussion/approval item would be placed on the June MPL Board Meeting agenda and that new MPL Board officers would be in place for the July meeting.

G. Credit card

Director Franklin explained the need to terminate the existing MPL credit card account and open a new account. While a First Mid Bank & Trust credit card will be kept, she noted that an Amazon credit card (either VISA or MasterCard) would lower costs on purchases as usage points accumulate. President Wylie directed Clint Mausehund to obtain further information from First Mid Bank and Trust. Director Franklin will compare costs of other options.

H. Close FY12 Budget—President Wylie asked if there was any discussion. It was noted by Director Franklin that bills had been paid.

Approval:

C. FY13 Budget-(Grady/Eberspacher). Motion passed (unanimous).
1. Tax Anticipation Loan Request-(Eberspacher/Grady). Motion passed (unanimous).

D. Surplus---Old bike rack will be donated to a not-for-profit or sold. (Mausehund/Grady). Motion passed (unanimous).

E. Close FY12 Budget- (Eberspacher/Grady). Motion passed (unanimous).

Adjourn: Motion to adjourn was made at 5:59pm (Grady/Eberspacher). Motion passed (unanimous).

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

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees
May 7, 2012

Present: Brandon Kimberlin, Mary Jo Eberspacher, Clint Mausehund, Molly Grady, Jo Swick, Candy Rankin, Mindy Stevens and Director, Ryan Franklin.

Absent: Barbra Wylie and Tony Nicholson

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

Visitors: No visitors

Reports: Minutes from the April 2nd and April 30th MPL Board Meetings, and the April 9th e-mail contact were approved (Swick/Mausehund). Vote passed (unanimous). There was no Treasurer's Report. Circulation report was presented at the April 30th meeting and has been filed for audit. In Staff Reports, Director Franklin noted the positive response to the remodel project. She outlined the part time and summer staff hiring. These individuals include: Stacy Cohen, Jackie Crail, LouAnn Schultz and Mike Fleming.

Bills—No bills

Discussion:

I. Slate of Officers

Vice President Kimberlin noted that MPL Board Officers will be elected at the July 1, 2012 meeting. These include: Barbra Wylie—President, Brandon Kimberlin—Vice President, and Clint Mausehund—Treasurer. The office of Secretary is open as Mary Jo Eberspacher will leave the MPL Board at the end of the fiscal year. A board member is needed to fill that position.

J. Cleaning Crew Bids

Director Franklin opened the bids from 4 businesses for cleaning the library. These included:

- 1) Richards Lawn & Cleaning-\$1,400 per month/\$16,800 per year
- 2) Weck Janitorial-----\$1,450 per month/\$17,400 per year. References were Kull Lumber & Curry Construction

- 3) SSC Services-----\$1,998 per month/\$23,976 per year. References were County Market & R.R. Donnelley.
- 4) Spic & Span-----\$3,466.66 per month/\$41,599.92 per year.

Director Franklin noted that Richards Lawn & Cleaning has obtained insurance but unsure about bonding. Discussion focused on documentation and past performance concerns regarding Richards Lawn & Cleaning, and the availability of Weck Janitorial to begin work.

K. Credit Card

Director Franklin explained the need for a Amazon credit card that would be used for all purchases on the site and the savings involved. Also, she explained the purpose of a credit card from First Mid Bank for the corporate account.

Approval:

- A. Cleaning Crew Bid---It was moved to reject Richards Lawn & Cleaning bid for cause (Grady/Rankin). Passed unanimous. It was moved to accept the cleaning bid from Weck Janitorial (Swick/Grady). Passed unanimous.
- B. Credit Cards---It was moved to approve the application for a corporate account with credit card usage at First Mid Bank (Eberspacher/Rankin). Passed unanimous. It was moved to change from a corporate account to a credit card account with Amazon (Swick/Rankin). Passed unanimous.

Adjourn: Motion to adjourn was made at 6:00pm (Eberspacher/Grady). Motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, June 4, 2012 in the Kinzel Room of the Mattoon Public Library, Mattoon IL.

Respectfully submitted,
Mary Jo Eberspacher

Mattoon Public Library Board of Trustees

June 4, 2012

Present: Barbra Wylie, Jo Swick, Candy Rankin, Molly Grady, Brandon Kimberlin, Mindy Stevens, Mary Jo Eberspacher and Library Director Ryan Franklin.

Absent: Clint Mausehund and Tony Nicholson

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 May MPL Board Meeting were approved as presented (Eberspacher/Grady). Passed unanimous. The Treasurer's Reports for May was accepted and will be filed for audit. The Circulation Report noted an increase in children and teen usage in May. Director Franklin explained this was due to the remodeling project and increased accessibility of materials. In the Librarian's Report, Ryan outlined the work on the MPL Summer Reading Program and noted that so far there are 200 participants. Also, she stated that Weck Janitorial Service will begin their contract on July 1, 2012.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. **Slate of Officers**—President Wylie noted that an individual was still needed to fill the office of secretary for the slate of officers to be complete. Jo Swick agreed to accept this position.

- B. **Replacement of Board Members**—Director Franklin read a letter of resignation from Tony Nicholson, MPL board member. The board discussed possible candidates that could fill the 2 vacancies left by Nicholson and Mary Jo Eberspacher. Several names were discussed. President Wylie suggested that after Ryan compiles a list of potential candidates, an e-mail would be sent out to all MPL board members. Then, if no MPL board member has an objection to the list of names, Ryan will contact those individuals about serving on the MPL Board. Potential candidates' names

and qualifications could then be up for discussion and approval at the July MPL Board meeting.

- C. Credit Card—Director Franklin explained that paperwork for the change in credit cards is still in process.

Approval:

- A. **Slate of Officers**—President Wylie opened nominations for the office of MPL Board Secretary. Molly Grady nominated Jo Swick. There were no other nominations, and President Wylie closed nominations. President Wylie opened nominations for the office of MPL Board Treasurer. Mindy Stevens nominated Clint Mausehund. There were no other nominations, and President Wylie closed nominations. President Wylie opened nominations for the office of MPL Board Vice President. Candy Rankin nominated Brandon Kimberlin. There were no other nominations, and President Wylie closed nominations. President Wylie opened nominations for the office of MPL Board President. Molly Grady nominated Barbra Wylie. There were no other nominations, and President Wylie closed nominations.

MPL Board Member Candy Rankin moved that the MPL Board Secretary cast a unanimous ballot for the slate of nominated officers. The motion was seconded by Mindy Stevens. The motion passed (unanimous).

Adjournment: A motion to adjourn was made at 5:53 PM (Grady/Kimberlin). The motion passed (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, July 2, 2012 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 2, 2012

Present: Molly Grady, Clint Mausehund, Candy Rankin, Mindy Stevens, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin.

Absent: Brandon Kimberlin.

Visitors: Sarah Heyn

President Wylie called the meeting to order at 5:10PM in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Minutes, Financial Report, Circulation Report and Staff Report

(attached): Minutes of the June MPL Board Meeting were approved as presented (Grady/ Mausehund). Passed unanimously. The Treasurer's Report for June was accepted and will be filed for audit. The Circulation Report will not be available until after July 3rd, but Ryan reported summer youth activities had increased attendance numbers.

In the Librarian's Report (attached), Ryan highlighted that Mattoon's Got Talent project of the teens, which was part of Art Works celebration, was a great success. As of this date, 357 children, 71 teens and 96 adults are enrolled in the summer reading program. The library has been designated as a cooling center for the city and this was bringing in new patrons, especially those with children since facilities for them to play were available. Ryan also said that the gate at the old stairway (by south entrance) was installed and broken doors have all been fixed. New computer lab is to be installed on July 24.

Bills: Payment of bills passed (unanimous).

Discussion:

A. Replacement Board Member – Sarah Heyn was introduced and she told us that she and her children were patrons of the library. She is anxious to serve as a board member. A second name was discussed and Ryan will make contact with the patron to determine his interest.

B. IPLAR (Illinois Public Library Annual Report) – Officers signed the application; Mausehund and Grady certified that minutes for the last fiscal year had been examined and found to be correct.

C. Freedom of Information Act (FOIA) – by December, all board members will need to complete on-line training. We will discuss this again at next meeting.

D. Credit Card – Mausehund reported that application with FMIBT was pending.

Approval:

A. Replacement Board Member – Motion (Swick/Rankin) to recommend to the city council that Sarah Heyn be named as new board member; passed unanimously.

Adjournment: Motion to adjourn was made at 5:55 PM (Stevens/Grady) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, August 6, 2012 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

August 6, 2012

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

Absent: Sarah Heyn, Mindy Stevens, **Visitors:** Don Seaman

President Wylie called the meeting to order at 5:13 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Minutes, Financial Report, Circulation Report and Staff Report (attached): Minutes of the July MPL Board Meeting were approved as presented (Rankin, Kimberlin). Passed unanimously. The Treasurer's Report for July was accepted and will be filed for audit. The USDA money has not yet been received. The Circulation Reports for June and for July showed extremely busy months.

The Librarian's Report (attached) was reviewed and Ryan added that she is working with other libraries (including Tuscola and Tolono) to increase DVD collections; MPL will be obtaining selections from CBS, SciFi, HBO and USA and the other libraries will be obtaining other selections from other networks. The next system meeting will be held on September 21 in our library.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Replacement Board Member** – Don Seaman was introduced as the newest potential board member. He is a lifelong resident of Mattoon who uses the library a great deal.

- B. Credit Card** – Ryan and Clint continue to work on obtaining a corporate card.

- C. Heating and AC systems** – One unit (#7) is 17 years old and not functioning well. Cost to replace will be \$6736. Since the new gate has been donated saving \$2500, only an additional \$4236 will be needed to

cover this repair. Replacing the pumps on boilers at a cost of \$4500 is already included in the library's budget.

Approval:

A. Board Member – Motion (Swick/Grady) to recommend to the city council that Don Seaman be named as a new library board member; passed unanimously.

B. HAV situation – Motion (Mausehund/Kimberlin) to replace air conditioning unit #7 passed unanimously.

Motion (Grady/Kimberlin) to move to executive session to discuss matters relating to personnel passed unanimously at 5:40 p.m.

Motion to reconvene in regular session at 6:43 p.m. (Grady/Kimberlin) passed unanimously.

Adjournment: Motion to adjourn was made at 6:45 p.m. (Kimberlin/Rankin) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, September 10, 2012 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

Date - September 9, 2012

Present: Molly Grady, Sarah Heyn, Brandon Kimberlin, Candy Rankin, Don Seaman, Mindy Stevens, Jo Swick, and Library Director Ryan Franklin.

Absent: Clint Mausehund, Barbra Wylie

Visitors: Library staff members – Marcia, LouAnn, Stacy, Jacqui, Cathy

Vice President Kimberlin called the meeting to order at 5:12 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Minutes, Financial Report, Circulation Report and Staff Report

(attached): Minutes of the August MPL Board Meeting were approved as presented (Grady/Rankin); passed unanimously. The Treasurer's Report for August was accepted and will be filed for audit. The Circulation Reports for August showed results after weeding projects were completed.

The Librarian's Report (attached) was reviewed and Ryan reported that the janitorial service was basically doing a good job; computer system still delayed; 5-day Polaris deliveries have been re-instated and e-mail notifications are automatically sent to patrons when materials arrive. Julie has been off of work because of an accident. Read for a Cause raised \$1850. Elevator inspection was not due until January but has been completed early. Ryan asked about developing a policy for volunteer donation of staff sick leave to other employees. Guidelines are still being developed for a project to engage PADS patrons in daytime activities. This year, the auditors are working in the building rather than taking materials to another place.

Bills: Payment of bills passed (unanimous).

Discussion:

A. Fund Raising Project – Marcia and Stacy gave an awesome presentation (copy attached) about developing a family-friendly golf activity in the library and having various businesses or individuals sponsor and construct holes which would be re-usable in coming years. Dates have been tentatively set for March 2-3, 2013. Craft tables would be available for kids and also

raffle items. By consensus, board members approved further development of the project.

B. Per Capita Grant

1) **Review of Standards** – (copy attached) Ryan reviewed improvements needed to meet Illinois Standard - Section 9.

2) **Tax Review** – (copy attached) Library is currently in compliance. We do not have a Special Reserve Fund.

C. Credit Card – no approval as yet for corporate card from Amazon.

Approval: No action needed.

Adjournment: Motion to adjourn made at 6:25 p.m. (Rankin/Seaman); passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, October 1, 2012 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

October 1, 2012

Present: Molly Grady, Sarah Heyn, Clint Mausehund, Don Seaman, Mindy Stevens, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin.

Absent: Brandon Kimberlin, Candy Rankin
employee of MPL

Visitors: Cecelia,

President Wylie called the meeting to order at 5:20 p.m. in the Kinzel Room at the Mattoon Public Library. She introduced Cecelia who spoke about her work at the Library.

Minutes, Financial Report, Circulation Report and Staff Report

(attached): Minutes of the September MPL Board Meeting were approved as presented (Grady/ Stevens); passed unanimously. The Treasurer's Report for September was accepted and will be filed for audit. The Circulation Reports were not yet available.

The Librarian's Report (attached) was reviewed. Ryan was congratulated for being named chair of the IHLS Advisory Council. She also told us of our system's clean-up; patrons' accounts over 17 years old or under \$30 will be purged.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Security system** bid from Heart Technologies was reviewed (\$16,076.94 from Crosby donation); includes 10 internal and 1 external cameras in basement, elevator, 1st and 2nd floors; can be viewed on staff computers; taped records kept up to one month.

- B. Fund raising** – Ryan showed model of ticket for mini-golf fundraiser and discussion ensued as to price of ticket, whether all sold individually or if family tickets a possibility. Staff will continue to refine this.

- C. Credit card** - corporate card still not available.

Approval:

A. Security system –motion (Grady/Swick) to approve the bid to install security system pending confirmation of questions including outside camera being operative at night, monthly fee and warranty, approved.

Motion (Swick/Stevens) to move to executive session to discuss matters relating to personnel passed unanimously at 6:03 p.m.

Motion (Mausehund/Heyn) to reconvene in regular session at 6:39 p.m. passed unanimously.

Adjournment: Motion to adjourn made at 6:40 (Grady/Mausehund) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, November 5, 2012 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

Date November 5, 2012

Present: Molly Grady, Sarah Heyn, Brandon Kimberlin, Clint Mausehund, Candy Rankin, Don Seaman, Mindy Stevens, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin.

Absent: None

Visitors: J.W. Bridges, MPL employee

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

Minutes, Financial Report, Circulation Report and Staff Report (attached): Minutes of the October MPL Board Meeting were approved as presented (Mausehund, Kimmerlin); passed unanimously. The Treasurer's Report for October was accepted and will be filed for audit. Per capita check for \$19,000 has been received this month. The Circulation Reports for September & October showed children's usage had increased.

The Librarian's Report (attached) was reviewed and Ryan commented that Kyle Gill had assisted in the summer grant work, 2 of the 3 computer units have been received; she hopes to go live by November 15.

Bills: Payment of bills passed (unanimous).

Discussion:

A. Possibility of holding a brick fund raiser. An engraved sample from Adams Memorial was presented; MPL already has bricks and Adams would engrave and install bricks at \$40 each. There is room on the walk for about 100 bricks.

B. Calendars for 2013 were distributed.

C. A corrected bid has been received for the security system which was approved last month; cost will be \$6000 more than original bid; elevator issues have been resolved and there are no alternative bids. Money comes from Crosby donation. Ryan will investigate to see if other vendors available.

D. Current computer lab will become a programming room plus office space for Jasmine when new computer lab is installed.

E. Golf fundraiser update: the first hole was sold to Slumberland for \$600, and second hole to Fellowship Center.

F. Credit card has finally arrived; limit was decreased from \$10,000 to \$5,000.

Approval:

A. Motion (Grady/Kimberlin) to have the brick fundraiser with minimum of \$100 donation passed.

B. Motion (Rankin/Stevens) to approve 2013 meeting schedule passed. Motion (Swick, Kimberlin) to approve 2013 holiday schedule passed. Ryan mentioned that the date of the April staff day may need to be adjusted as training dates are set up.

C. Motion (Heyn, Grady) to retract approval of original security system bid and to table installation passed.

D. Motion (Stevens/Kimberlin) to approve disposition of old computer lab furniture at staff's discretion, and to recycle old computers passed.

E. Motion (Grady/Stevens) to approve applying the \$11,958 credit at Heartland for fees and use the funds originally allocated for computer purchases for further computer needs passed.

Motion (Swick/Rankin) at 6:10 to move to executive session to discuss personnel matters passed unanimously.

Motion (Seaman/Grady) to reconvene in regular session at 6:15 passed unanimously.

Adjournment: Motion to adjourn was made at 6:16 p.m.(Rankin/Mausehund) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, December 3, 2012 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

Date December 3, 2012

Present: Molly Grady, Sarah Heyn, Brandon Kimberlin, Clint Mausehund, Candy Rankin, Don Seaman, Mindy Stevens, Jo Swick, , and Library Director Ryan Franklin.

Absent: **Barbra Wylie**
34 years

Visitors: **Marcia Roetker, library employee for**
and Kyle Gill, interim city administrator

Vice President Kimberlin called the meeting to order at 5:15 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL. The guests were introduced and given opportunity to make comments.

Minutes, Financial Report, Circulation Report and Staff Report

(attached): Minutes of the November MPL Board Meeting were approved as presented (Kimberlin/Rankin); passed unanimously. The Treasurer's Report for November was accepted and will be filed for audit. Per capita check has been received. The Circulation Reports for November will not be available until December 3rd so that report will be available at the January meeting.

The Librarian's Report (attached) was reviewed. Ryan added that files of 287 patrons who had not used library in 4 years had been purged. During the "food for fines" period, 12 crates of food were collected for the Mattoon Food Center. She hopes the move to new automation system will occur shortly and hopefully our own computer lab as well. The new Evance Digital Solution will make summer reading program and the event management easier.

During December, new library cards will be purchased as well as light bulbs; both will be major expenditures. Tickets for the gas & grocery raffle are available from staff members or an on line.

Bills: Payment of bills passed (unanimous).

Discussion:

A. Heartland Update - In January, Ryan and Laura will begin training staff on the new system.

B. Fund Raiser – Staff has sold 5 of the 18 holes so far and prices were set for golf tickets (\$8 adult, \$4 children, \$20 family with second game being half-price). Papa Murphy will be selling pizza by slice.

C. Ryan asked for opinions about having all check-outs be for a 2 week period with varying late charges.

D. Update logo – in order to be able to digitize the logo, a new logo is needed. Discussion ensued suggesting contacting graphic arts classes at MHS or LLC, and/or having a contest asking patrons to submit entries.

Approval: No items to be approved.

Adjournment: Motion to adjourn at 6:07 p.m. (Grady/Rankin) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on
Monday,
January 7, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room,
Mattoon, IL

Jo Swick, Secretary