

Mattoon Public Library Board of Trustees  
Date January 7, 2013

Present: Barbara Wylie, Molly Grady, Sarah Heyn, Brandon Kimberlin, Clint Mausehund, Candy Rankin, Mindy Stevens,, and Library Director Ryan Franklin.

Absent: Jo Swick, Don Seaman                      Visitors: Jasmine Jones, library employee 13 years

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

Minutes, Financial Report, Circulation Report and Staff Report (attached): Minutes of the December MPL Board Meeting were approved as presented (Rankin/Grady); passed unanimously. The Treasurer's Report for December was accepted and will be filed for audit. The Circulation Reports for October, November, and December were available for review. Ryan added that there were over 100,000 check outs for the year, which was up slightly from last year.

The Librarian's Report (attached) was reviewed. Ryan reported that the Mattoon Downtown Holiday evening had poor attendance, most likely due to weather. Tuscola library staff will be joining Mattoon to train for new computer system. Brian and Troy continue to work on getting computers ready for public use. Over the New Year's holiday, sewer problems resulted in Ryan authorizing an emergency repair and labor to replace a part for the sump pump. A permanent solution to sewer/sump pump problem is still being reviewed. A spring newsletter is planned to inform patrons of new changes to computer system (Polaris), new computers, new library logo, and new circulation due dates (2 week check-outs for most library items). New Polaris system has ability to add photo id's to library patron's account. Only library staff would be able to see these photos.

Bills: Payment of bills passed (unanimous).

Discussion:

A. MPL received an additional (and final) payment from Hazel Crosby.

B. Fund Raiser – Raffle tickets continue to advertised online and be sold by staff. Advertising will begin in the library shortly. Sale of golf course holes has been sluggish.

C. Friends of the Library – Ryan reported that the Friends of the Library's 501 3c has lapsed, which may cause problems with grants written on behalf of library.

Also, the Friends have a vacancy at the President position, and may have to disband if a president is not installed.

D. Security System – a bid for Detection Security System has been received that is significantly less than previous security system bid, with primary difference being quality of cameras included and fewer cameras included in bid. Ryan will e-mail details of bid to Trustees for further review.

E. Copy machine – A new contract proposal was received by Xerox. The proposal suggests that there would be a monthly savings for MPL if contract is locked in before current contract has expired. Clint Mausehund would like to review our past copy expenses to the new contract proposal to determine the best financial choice for MPL. Ryan will get more information on this matter.

Approval: No items to be approved.

Executive Session: Called at 6:06 p.m. (Mausehund/Kimberlin). The Board accepts Marcia Roetker's retirement, effective April 30, 2013. Executive session adjourned at 6:19 p.m. (Kimberlin/Stevens).

Adjournment: Motion to adjourn at 6:20 p.m. (Mausehund/Grady) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, February 4, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Sarah Heyn

Mattoon Public Library Board of Trustees

Date: February 4, 2013

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

**Absent:** Molly Grady

**Visitors:** Cheryl Body and a group of Mattoon Middle School Students, Laura Huddleston, Brian Johanpeter, and interns Bailey & Elana

President Wylie called the meeting to order at 5:15 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL. The MMS students gave a presentation and distributed this year's Read Around Mattoon selection, entitled "Our of My Mind." Staff members were introduced and given time to comment.

**Minutes, Financial Report, Circulation Report and Staff Report**

**(attached):** Minutes of the January MPL Board Meeting were approved as presented; motion (Mausehund/Stevens) passed unanimously. The Treasurer's Report for January was accepted and will be filed for audit. The Circulation Reports for January and graphs for prior yearly comparisons showed that adult book usage looks less probably due to increased e-book usage.

**The Librarian's Report** (attached) was reviewed; Ryan said sewer system problems still exist although several service calls have been made. Difficulty with breakers now has been identified. The PADS activities program (8-11 Mondays & 9-11 Wednesdays) was to have begun on this day, but no participants came. Palm Terrace residents will no longer be brought to the library, but Wenche will continue to go there to read to residents. Deaths of active library patrons, Carol Batterham and Sam Martin, occurred this past month.

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

**Discussion:**

**A. Fund Raising** –posters and tickets were disseminated to board members who had opportunities to sign up to assist in the golf event on the first weekend in March. WAND will be conducting a Pepsi Challenge at the event on Friday night.

**B. Circulation Policy** – (copy attached) Ryan presented the new policy which changes the check-out period for all items to a 2-week period and adjusts fines and renewal amounts.

**C. Budget** – Ryan is developing the annual budget and recommends a 2% raise for all staff. Other major expenditures will be (1) replacing the book drop which was hit and is not covered by insurance because it is regarded as part of the building. Funds for that can be taken from the Crosby donation and/or the building fund. (2) Roof repairs are needed; Ryan will get an estimate.

**D. Security System** – Brian presented a new proposal from Heart Technology and discussed that proposal and one from Detection Security. He noted that the tech support given by Heart was exceptional.

**Approval:**

**A.** Motion (Swick/Kimberlin) to approve the 2 week Circulation (and fines rate) Policy passed unanimously.

**B.** Motion (Mausehund/Stevens) to approve Brian's recommendation for Heart Technology security system passed unanimously. Since funds for this system will come from private donation, a bidding process was not necessary.

**Adjournment:** Motion (Seaman/Kimberlin) to adjourn was made at 6:32 p.m. and passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, March 4, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees  
Date: March 4, 2013

Present: Sarah Heyn, Brandon Kimberlin, Candy Rankin, Mindy Stevens, Barbra Wylie, and Library Director Ryan Franklin.

Absent: Molly Grady, Clint Mausehund, Don Seaman, and Jo Swick

Visitors: Wenche Nonaas (library employee) and Brian Craig (library patron).

President Wylie called the meeting to order at 5:22 p.m. In the Kinzel Room at the Mattoon Public Library, Mattoon, IL. Wenche Nonaas spoke about her eight years with the library and current job responsibilities. Brian Craig spoke to the Board of his opinions regarding layout of library computer and book shelf space. He also spoke about wanting clear expectations for patrons using library computers.

Minutes, Financial Report, Circulation Report, and Staff Report (attached): Minutes of the February MPL Board meeting were approved as presented; motion (Rankin/Stevens) passed unanimously. The Treasurer report for February was accepted and will be filed for audit. Circulation Reports for February were accepted.

The Librarians Report (attached) was reviewed: Ryan explained the basics of the new e-book statewide program. She reported that the security system is almost completed, and the computer netbooks are close to becoming active.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Fundraising – Ryan reported approximately \$1500 revenue from Library Links fundraiser.
- B. Roof – Ryan updated on leaking in roof and stated that she will be seeking estimates for resolving the issue.
- C. New Member – Molly Grady has informed the Board of her need to step down as member due to health concerns. The Board discussed seeking a new member that reflects the characteristics of our library patron population.
- D. Budget – Ryan provided a first draft of the proposed Annual Budget for 2013- 2014. She is working with Beth Wright, the new financial contact with the City of Mattoon. Ryan will e-mail an updated draft by March 15 to Board members. She also described applying for two grants which would fund staff training.

Approval: None

Adjournment: Motion (Kimberlin/Stevens) to adjourn was made at 6:24 p.m. And passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held Monday, April 1, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL.

Sarah Heyn, Board member

Mattoon Public Library Board of Trustees  
Date: April 1, 2013

Present: Sarah Heyn, Brandon Kimberlin, Candy Rankin, Mindy Stevens, Barbra Wylie, Clint Mausenhund, Don Seaman, and Library Director Ryan Franklin.

Absent: Jo Swick

Visitors: Julie Fitzpatrick

President Wylie called the meeting to order at 5:15p.m. In the Kinzel Room at the Mattoon Public Library, Mattoon, IL. Ms. Julie Fitzpatrick described her 14 years as an employee of MPL.

Minutes, Financial Report, Circulation Report, and Staff Report (attached): Minutes of the March MPL Board meeting were approved as presented; motion (Kimberlin/Stevens) passed unanimously. The Treasurer report for March was accepted and will be filed for audit. Circulation Reports for March were accepted.

The Librarians Report (attached) was reviewed: Ryan further described the upcoming transition to Polaris computer system and SHARE.

Bills: Payment of bills passed (unanimous).

Discussion:

- A. Budget – Ryan provided clarification regarding grants and payroll expenses.
- B. Surplus Disposal List
- C. Policy Changes – System Updates
- D. Borrowing Privileges
- E. Library Card Rules
- F. Computer Use

Approvals:

- A. Surplus Disposal List- Motion accepted (Stevens/Kimberlin) to approve surplus disposal list items. MPL will offer surplus disposal items to area libraries and any extra items to be sold at local auction.
- B. Policy Changes – Accept library card rules and non-resident rules as distributed (Stevens/Seaman).
- C. Borrowing Privileges – Accept borrowing procedures as distributed. (Rankins/Stevens).
- D. Computer Policy – Computer policy approved as distributed. (Mausenhund/Rankin).
- E. Moved to hold April 29 Budget meeting and cancel May 6 Board meeting. (Approved Stevens/Rankin)

Executive Meeting:

Motion (Kimberlin/Stevens) to open executive meeting at 6:03 p.m. Discussion regarding personnel issues. Kimberlin moved to adjourn executive meeting 6:33 p.m.

Adjournment: Motion (Kimberlin/Seamans to adjourn was made at 6:35 p.m. And passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held Monday, April 29 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL.

Sarah Heyn, Board member

Mattoon Public Library Board of Trustees

Date April 29, 2013

**Present:** Sarah Heyn, Brandon Kimberlin, Clint Mausehund, Mindy Stevens, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin.

**Absent:** Candy Rankin, Don Seaman      **Visitors:** none

President Wylie called the meeting to order at 5:21 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 March MPL Board Meeting were approved as presented (Swick/Kimberlin); passed unanimously. The Treasurer's Report for April was accepted and will be filed for audit. The Circulation Reports have been delayed because of the new system.

**The Librarian's Report** (attached) was reviewed and Ryan reported that between April 9<sup>th</sup> and April 29, some 7500 items were checked out. The shingle roof needs to be replaced at an estimated cost of \$18,000 to \$22,000, so will need to get estimate bids, but the rubber roof just needs repair. Security cameras are in place, but still need some adjustments. The terms of 2 trustees (Jo and Don) are up for renewal.

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

**Discussion:**

**A.** Ryan reviewed the 2013-2014 budget (copy attached) in which \$7500 had been added in maintenance. Staff members would get a 3% increase which matches the rate for other city employees. Ryan explained the need for approval of the tax anticipation loan.

**B.** Bids from Maxedon Landscaping for maintenance and replacement of plants were presented and discussed. The annual staff yard clean-up day didn't happen this year because not enough staff members and several plants suffered from last year's drought and this year's rains.

**C.** Since the regular meeting date for May would just be a week away, that meeting may be cancelled.

**Approval:**

**A.** Budget was approved unanimously (Mausehund/Kimberlin). Approval for tax anticipation loan, if needed, was approved unanimously (Heyn/Stevens).

**B.** Maxedon's bid with elimination of the amount for tax since the library is tax-exempt was approved unanimously (Swick/Kimberlin)

C. May 6<sup>th</sup> meeting cancelled (Mausehund/Stevens).

**Adjournment:** Motion to adjourn was made at 5:45. (Heyn/Kimberlin) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, June 3, 2013  
at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees  
Date June 3, 2013

**Present:** Sarah Heyn, Candy Rankin, Don Seaman, Mindy Stevens, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin

**Absent:** Brandon Kimberlin, Clint Mausehund, **Visitors:** Lou Ann Shoultz

President Wylie called the meeting to order at 5:19 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL. Lou Ann told us that she enjoyed her work at the library and especially the Book Buggy.

**Minutes, Financial Report, Circulation Report and Staff Report (attached):** Minutes of the April 29 MPL Board Meeting were approved as presented (motion: Seaman/Heyn); passed unanimously. The Treasurer's Report for May as accepted and will be filed for audit. Tax anticipation loan proceeds arrived a month early. Credit card bill was high due to summer book expense and yard maintenance. The Circulation Reports for March, April and May showed some items unaccounted for because of glitches with the transfer to new system. A new record - more than 10,000 items were checked out in May.

**The Librarian's Report** (attached) was reviewed; registrations for the summer program are going well. Library staff has been cleaning up the yard between rains! Book Buggy is visiting sites where children are receiving lunch this summer and has been very well received. Per capita funds came earlier than usual.

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

**Discussion:**

**A.** Ryan presented a Tax Anticipation Loan Repayment schedule (attached) and explained that the loan from last year hadn't been paid, so adjustments were necessary in order to repay the loans. Money originally designated for roof replacement was used since that repair can be done next year.

**B.** State requires that the trustees examine non-resident fees every year.

**C.** Barbra had received an e-mail from a patron who was concerned that the library's shelving of requested items where other patrons could view the items might infringe on confidentiality even though this practice makes it more convenient for patrons to find their item(s).

**Approval:**

**A.** Ryan recommended our non-resident fee for FY2014 be left at \$75 per household based on State Library's mathematical method of computation. Motion (Rankin/Seaman) carried to accept this recommendation.

**B.** Ryan and staff worked out a system which would label items using the first 2 letters of the name of the person who requested the item and that person's library card ending numbers. Motion (Swick/Stevens) to put Ryan's new solution in place. Motion carried. Barbra complimented Ryan's handling this situation with a solution that solves the problem.

**C.** Motion (Stevens/Rankin) to move the July meeting from July 1 to July 8 due to holiday and several staff's attendance at ALA convention in Chicago. Motion carried.

**Adjournment:** Motion to adjourn at 6:10 (Stevens/Rankin); motion carried.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, July 8, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

Date: July 8, 2013

**Present:** Sarah Heyn, Brandon Kimberlin, Candy Rankin, Don Seaman, Jo Swick, Barbra Wylie, and Library Director Ryan Franklin.

**Absent:** Clint Mausehund, Mindy Stevens

**Visitors:** none

President Wylie called the meeting to order at 5:20 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 June MPL Board Meeting were approved as presented (Seaman/Kimberlin); passed unanimously. The Treasurer's Report for June was accepted and will be filed for audit. The Circulation Reports for June showed an all-time record high usage.

**The Librarian's Report** (attached) was reviewed. Ryan added that our Overdrive costs will be increasing about 250 percent because of our heavy usage. Down-loadable magazines are available with the Zinio system. Reading Programs, teen programs, and Book Buggy are all enjoying success this summer.

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

**Discussion:**

**A.** IPLAR application has been signed and will be sent.

**B.** Elevator inspector has suggested that installing a new energy-efficient starter (cost of approximately \$2700) is recommended for a smoother ride, but is not needed immediately. This item is not in current budget so Ryan suggested that it be included next year.

**C.** Names of potential new board members were discussed. Don Seaman's full term has been approved by the city council. Ryan will make some contacts.

**Approval:**

**A.** Elevator starter – action was tabled until next year.

**Adjournment:** Motion to adjourn was made at 5:48 by Rankin/Heyn and passed unanimously.

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

Jo Swick, Secretary

Mattoon Public Library Board of Trustees

Date: August 5, 2013

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

**Absent:** Sarah Heyn

**Visitors:** Melinda Gill, Robert Long, Marty Schnorf

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

As a follow-up to his e-mail, Mr. Schnorf addressed the board regarding missing Forbes magazines, and service of the library staff.

**Minutes, Financial Report, Circulation Report and Staff Report**

**(attached):** Minutes of the July MPL Board Meeting were approved as presented (Rankin/Seaman); passed unanimously. The Treasurer's Report for July was accepted and will be filed for audit. Ryan reported that we had received the check from the city for \$176,811.30, earlier than usual, and the loan to the city will be paid off with this. The Circulation Reports for July showed a record 12,044 checkouts!

**The Librarian's Report** (attached) was reviewed. In addition, Ryan said that on-line she had found 12 chairs from a high school in Edwardsville for sale at \$5 each. She has purchased them to replace the chairs in the board room.

Ryan reported that she was on a committee to plan "Holidays Downtown" which will be on the Saturday after Thanksgiving. The library is closed that day, so will have a tent in the downtown area with crafts/activities.

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

**Discussion:**

**A.** Robert Long and Melinda Gill are interested in becoming library board members.

**B.** Ryan gave us a presentation of some new technologies including (1) Book News which will be a link on the library's Facebook page, and will have lists of several categories of new books; (2) Wish List where items

needed in the library will be listed; (3) requests for volunteers with specific duties listed. Hoopla with movies, audio books, etc. can be downloaded and this program will replace Overdrive which has substantially increased its fee.

**C.** MPL has won a new website to be developed by the Boundless company which specializes in library websites.

**Approval:**

**A.** Motion (Swick/Stevens) to approve Melinda Gill as a new member of the library board; passed unanimously. Motion (Rankin/Kimberlin) to approve Robert Long as a new member of the library board; passed unanimously. They will be approved on August 6<sup>th</sup> at the city council meeting.

**B.** Motion (Kimberlin/Stevens) to table the Hoopla subscription until after using it for a trial period; passed.

Motion (Swick/Mausehund) to enter Executive Session at 6:15 p.m. passed unanimously.

Motion (Swick/Mausehund) to adjourn from Executive Session at 6:36 p.m. passed unanimously.

**Adjournment:** Motion to adjourn was made at 6:37 p.m. (Kimberlin/Stevens) passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, September 9 at 5:15 p.m. in the Mattoon Public Library Kinzel Room, Mattoon, IL

Jo Swick, Secretary

Mattoon Library Board Meeting  
September 9<sup>th</sup>, 2013

Present:

Brandon Kimberlin, Candy Rankin, Don Seaman, Mindy Stevens, Barbra Wylie, Sarah Heyn, Melinda Gill and Library Director Ryan Franklin.

Absent: Clint Mausehund, Robert Long

President Wylie called meeting to order at 5:22p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon IL. No Visitors were present

1. Minutes approved (Brandon & Don); passed unanimously
2. Treasure Report- accepted and filed for audit
3. Circulation Report- filed
4. Staff report

**The Librarian's** Report Filed for audit, handed out SRP final report, filing Capital Needs Assessment.

**Bills** Unanimous to pay

**Approve** Board seats needed, Treasurer & Secretary Don Seaman (Sarah & Mindy) Secretary vote held off until next meeting.

**Discussion** Per Capita Grant, Core #8 & 15 marked off. Standards Chapter 10. Environmental Scan of the Community. CCBW RSVP volunteer.

**Adjournment** Motion was made at 5:57 p.m. (Don/Mindy) passed unanimously

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday October 7<sup>th</sup> at 5:15p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon IL

*Mindy Stevens, Secretary Fill in Member at Large*

**Mattoon Public Library Board of Trustees**  
**Kinzel Room, Mattoon Public Library**  
**October 7, 2013**

**Present:** Gill, Heyn, Kimberlin, Long, Rankin, Stevens, and Wylie. Also present Library Director Franklin.

**Absent:** Mausehund and Seaman      **Visitors:** none

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

**Minutes, Financial Report, Circulation Report and Staff Report (attached):**

Motion to accept the minutes of the June MPL Board Meeting (Stevens/Heyn). Motion carries (unanimous). Treasurer's Report for June presented. Director Franklin addressed various line items. The report will be filed for audit. Circulation Reports for June distributed for informational purposes.

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

**Discussion:**

**A. Friends of Library:** The Board of Trustees was made aware of current challenges faced by the Friends of the Library. Diminished membership has resulted in difficulty planning and carrying out the annual book sale. The board is encouraged to share information about membership and benefits of the library in our community interactions.

**B. Downtown Mattoon Holiday Activities:** MPL will have a reduced role in the Holiday activities in 2013. Many activities traditionally held at MPL will not be allowed at the event. MPL will be open as always during the event hours, however no special events will take place at the library.

**Approval:**

No items for approval.

**Adjournment:** Motion to adjourn at 6:14 PM (Stevens/Kimberlin). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, November 4, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,  
Melinda Stevens  
Acting Secretary

**Mattoon Public Library Board of Trustees**  
**Kinzel Room, Mattoon Public Library**  
**November 4, 2013**

**Present:** Rankin, Mausehund, Seaman, and Wylie. Also present Library Director Franklin.

**Absent:** Gill, Heyn, Kimberlin, Long, Stevens **Visitors:** none

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

**Minutes, Financial Report, Circulation Report and Staff Report (attached):**

Motion to accept the minutes of the October MPL Board Meeting (Seaman/Rankin). Motion carries (unanimous). Treasurer's Report for October presented. Director Ryan responded to questions from trustees. The report will be filed for audit. Circulation Reports for October distributed for informational purposes.

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

**Discussion:**

**A.** Concealed Carry Policy: Distributed – see attached. Policy prohibits the presence of concealed weapons on MPL property. If passed, appropriate signage would be placed on the property.

**B.** Vacant Secretary Seat: Nominations for Secretary will be accepted at the December meeting. This office must be filled for the continued function of the Board of Trustees. The position takes an estimated time outside board meetings of fifteen minutes monthly.

**C.** 2014 Calendars: Holiday, Training, Board and Library Links calendars were distributed (see attached).

**Approval:**

No items for approval.

**Adjournment:** Motion to adjourn at 5.46 PM (Mausehund/Gill). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, December 2, 2013 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,  
Clinton Mausehund  
Acting Secretary

**Mattoon Public Library – Board of Trustee Minutes  
December 2, 2013**

**Present:** Rankin, Mausehund, Seaman, Gill, Heyn, Kimberlin, Long, Stevens. Also present Library Director Ryan Franklin.

Visitor: Justin Grady

Library Director Ryan Franklin called the meeting to order at 5:15p.m. In the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

After a brief history about the Art council and the recent changes to the Depot center Justin Grady asked For a loan in the form of a painting (The Loan Elm) to hang in the Depot center on display

No minutes/minutes tabled

Financial Report, Circulation Report, and Staff Report (attached)

The Treasurer report for October was accepted and will be filed for audit. Circulation Reports for October were accepted.

Bills: Payment of bills passed (unanimous)

Director Franklin spoke about options to pay back the city

Discussion:

- The loan Elm painting
- Heating system filters
- Budget and spending
- New Treasurer
- 2014 calendar

Approvals:

- The Loan Elm; to loan for an unspecified term to depot while the Library retains ownership
  - Motion, Brandon Kimberlin/ Second, Sara Heyn
- Concealed Carry policy; no change
  - Motion, Cindy Rankin/Second, Melinda Gill
- 2014 Calendar
  - Motion, Don Seanmen/Second, Sara Heyn
- Robert Long as new treasurer
  - Motion, Mindy/ Second Sara Heyn

Adjournment: Motion (Candy Rankin/Don Seamen) to adjourn was made at 6:17 p.m. passed unanimously.

The next Mattoon Public Library Board of Trustees Meeting will be held Monday, February 4<sup>th</sup> 2014 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL.