

**Mattoon Public Library Board of Trustees
Kinzel Room, Mattoon Public Library**

February 3, 2014

Present: Rankin, Seaman, Gill, Stevens, Kimberlin and Wylie. Also present Library Director Franklin.

Absent: Mausehund, and Heyn. **Visitors:** Read Across Mattoon Students

President Wylie called the meeting to order at 5:15 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 December MPL Board Meeting (Seaman/Stevens). Motion carries (unanimous). Treasurer's Report for December and January presented. Director Ryan responded to questions from trustees. The report will be filed for audit. Circulation Reports for December and January were distributed for informational purposes. The January meeting was canceled due to inclement weather.

Bills: Poll to pay – Unanimous in favor.

Discussion:

- A.** The loan agreement paperwork for the Lone Elm Painting was finalized.
- B.** Book Buggy 2014: The Library will not be offering services to areas outside of city limits due to state rules and regulations.
- C.** Energy Consultation: An offer was made to the Library to do a full energy consultation with a company out of Springfield. More information was needed from the company, and the Library had a similar consultation with Siemens Energy four years ago.
- D.** Budget: Changes made to the proposed fiscal year 2015 budget were discussed.

Approval:

- A.** Energy Consultation: It was determined to not vote on this item at this time.

Adjournment: Motion to adjourn at 6:17 PM (Stevens/Gill). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, March 3, 2014 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted, Candy Rankin

March 3, 2014

Present: Director; Ryan Franklin, Robert Long, Malinda Gill, Barbra Wylie, Mindy Stevens, Brandon Kimberlin, Candy Rankin, Don Seaman.

Absent: Sara Heyn, Clint Mousehund

Visitors:

- Mattoon school: Anitta Treme, Tim Condron
 - The school dropped by to tell us more about the referendum on the next ballot.
- South Eastern Illinois Community Foundations
 - The foundation was here to tell us about our Endowment account.

Call to order: 5:15pm

Minutes: approved

Circulation report: Motion to file for audit

Poll to pay bills – Yes all

Discussion:

- Budget for the year was discussed in full detail. Library Director Ryan Franklin discussed what was expected and was realistic for the year of 2014. Budget was held for passing until next month.

Motion to Adjourn – Brandon, Second Melinda Passed 6:14 pm

The next meeting will be Monday, April 7, 2014.

**Mattoon Public Library Board of Trustees
Kinzel Room, Mattoon Public Library**

April 7, 2014

Present: Kimberlin, Rankin, Seaman, Stevens and Wylie. Also present Library Director Franklin.

President Wylie called the meeting to order at 5:25 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Visitors: Brian Colglazier attended the MPL Board meeting to express concern over the recent closing of the men's room (from 5 PM 04/04/14 though close of business at 5 PM 04/05/14). Director Ryan and other board members explained that the closing was necessitated by extreme vandalism in the men's room. The cleaning crew was unable to get it all removed in one night, plus plumbing work was required. While it was an inconvenience to patrons, it was unavoidable. Policies concerning the use of the children's floor restrooms was also explained.

Minutes, Financial Report, Circulation Report and Staff Report (attached): Minutes of the March MPL Board Meeting were not available and will be distributed and voted on at the April 28 meeting. Treasurer's Report for March presented. Director Franklin responded to questions from trustees. The report will be filed for audit. Circulation Reports for March distributed for informational purposes.

Bills: Poll to pay – Unanimous in favor.

Discussion:

A. Budgets and Spending: Director Franklin updated board members on legislation that could possibly impact the MPL budget long term. Currently there is pending legislation to increase minimum wage to \$10 per hour. This would result in higher wages for most staff and a need to decrease library hours to adjust personnel costs to the budget. Another issue could be passage of legislation that would cut all Federal funding of libraries and museums. This would severely impact the budget of MPL. Director Franklin will keep board members updated as she receives more information about these issues. The proposed FY15 budget distributed last month remains the current draft with two small corrections that do not change overall funding.

B. New Board Member: Bruce Karmizan has recommended Clay Dean as a potential board member. Director Franklin will follow up on the suggestion and provide additional information to the board members.

Approval:

Budget: Motion to table the vote on the proposed FY15 budget until the April 28 meeting (Stevens/Rankin). Motion carried (unanimous). Director Franklin will email the proposed budget to all board members this week.

Adjournment: Motion to adjourn at 6:25 PM (Kimberlin/Seaman). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, April 28, 2015 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Mindy Stevens

Acting Secretary

**Mattoon Public Library Board of Trustees
Kinzel Room, Mattoon Public Library**

April 28, 2014

Present: Gill, Kimberlin, Rankin, Seaman, Stevens and Wylie. Also present Library Director Franklin.

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

Visitors: None

Minutes, Financial Report, Circulation Report and Staff Report: Minutes of the March and April MPL Board Meeting will be distributed and voted on at the June 2 meeting. Year-to-date Treasurer's Report presented. Director Franklin responded to questions from trustees. The report will be filed for audit.

Bills: Poll to pay – Unanimous in favor.

Discussion:

A. FY15 Budget: Final draft of the FY15 budget was distributed via email in advance of the meeting. Any line items with significant changes (+/- 10%) were discussed.

B. Close the end of Fiscal Year 2014: Director Franklin reported that all bills received to date were presented for payment. There are no outstanding bills other than utilities and similar monthly bills.

Approval:

A. FY15 Budget: Motion to approve the FY15 budget and \$75 non-resident fee as presented (Rankin/Seaman). No additional discussion. Motion carried (unanimous)

B. Close the end of Fiscal Year 2014: Motion to close FY14 and open FY15 effective May 1, 2014 (Kimberlin/Gill). No additional discussion. Motion carried (unanimous).

Adjournment: Motion to adjourn at 5:50 PM (Stevens/Kimberlin). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, June 2, 2015 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted,

Mindy Stevens

Acting Secretary

June 2, 2014

Members present: Library Director; Ryan Franklin, Robert Long, Brandon Kimberlin, Candy Rankin, Don Seaman, Melinda Gill, Sara Heyn,

Absent; Barbra Wylie, Mindy Steven

Visitors: Clay Dean

Call to order: 5:15pm

Minutes: approved (Rankin motion/Seaman second)

Circulation report: file for audit

Poll to pay bills: yes all

Discussion

- Family Fines Policy. This would set restrictions for when any family member are sent to collections. When this happens all members of said family will have library privileges revoked until such time as fines are paid in full.
- Library Reappointments: All current members are willing to stay on and keep current seats.
- New Board Member: Clay Dean was a visitor at the board. Discussed was the role of the board member and the need for someone with an extensive fundraising background.
- Core Standards: Core standards chapters 1 and 7 were discussed. Mattoon is right in line with many standards, but there are some that we do not currently meet. There was

discussion on how some standards may not have been properly revised. The reason for looking at the new standards is that it is required for the next Per Capita Grant cycle.

- Illinois Edge: Melinda Gill will be the board representative for the Illinois Edge

Approval:

- Family Fines Policy – Passed (Heyn motion/Gill Second)
- Board Positions – Passed (Rankin Motion/Seaman second)

The next meeting will be on Monday, July 7, 2014.

Motion to Adjourn – Passed (Seaman motion/Long second)

Respectfully submitted

Robert Long

July 7, 2014

Members Present: Library Director; Ryan Franklin, Robert Long, Brandon Kimberlin, Candy Rankin, Don

Seaman, Melinda Gill, Sara Heyn, Barbra Wylie, Mindy Steven and Clay Dean Absent: None

Visitors: None

Call to order: 5:18pm

Visitors Comments: None

Minutes: approved (Seaman motion/Rankin Second)

Circulation report: File for audit

Poll to pay bills: Yes/ all

Discussion/Approval

- IPLAR, was briefly discussed and then filed
- An anonymous donation was made to the Mattoon Public Library. No determination on its use will be made, it will go into the general operating fund

The Next meeting will be on Monday August 4, 2014.

Motion to Adjourn- Passed (Gill motion/ Rankin Second)

Respectfully submitted

Robert Long

August 4, 2014

Members present: Library director; Ryan Fanklin, Robert long, Brandon Kimberlin, Candy Rankin, Don Seaman, Barbra Wylie, Mindy Stevens

Absent: Sara Heyn and Clay Dean

Visitors: None

Call to order: 5:16 pm

Visitor's comments: none

Minutes: approved (Seaman motion/Rankin second)

Circulation report: File for audit

Poll o pay bills: Yes/all

Discussion/Approval

- Donor fund policy- The name of the building fund was officially changed to the Donor fund. An amendment to the gifts to the library Policy was put before the board. The board will continue to work on this policy, concerns and objectives for future fundraising.

The next meeting will be on September 8th 2014

Motion to Adjourn- Passed (Gill motion/ Long second)

Respectfully submitted

Robert Long

**Mattoon Public Library Board of Trustees
Kinzel Room, Mattoon Public Library**

September 8, 2014

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

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

Visitors: None

Minutes, Financial Report, Circulation Report and Staff Report: Motion to approve the minutes of the August MPL Board Meeting (Stevens/Rankin – unanimous). Year-to-date Treasurer’s Report presented. Director Franklin responded to questions from trustees. The report will be filed for audit. Library Staff Report and Circulation Reports filed.

Bills: Poll to pay – Unanimous in favor.

Discussion:

A. Summer program reports: Director Franklin responded to questions from trustees. Report attached.

B. Edge Initiative: Franklin and Long attended a training in Champaign in August. The purpose of the Edge Initiative is to better connect libraries with the needs of the communities they serve. Participation is mandated by the state as a part of the Per Capita grant process. Director Franklin will provide further details as MPL participates in the process.

C. Fundraising and Donor Fund Policy: Leadership of the MPL Board of Trustees and the Friends of the MPL met last week to put forth the idea of a more active role of Friends of MPL unrestricted fund development for MPL. Both entities are interested. Representatives from the Board of Trustees will attend the next Friends board meeting for further discussion.

Approval:

No items for approval.

Adjournment: Motion to adjourn at 6:03 PM (Heyn/Kimberlin). Motion carries (unanimous).

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, October 6, 2015 at 5:15 PM in the Mattoon Public Library Kinzel Room, Mattoon, IL

Respectfully submitted, Mindy Stevens - Acting Secretary

Mattoon Public Library Board of Trustees

Kinzel Room, Mattoon Public Library

October 6, 2014

Present: Don Seaman, Brandon Kimberlin, Candy Rankin, Clay Dean, Mindy Stevens, and Melinda Gill. Also present Library Director Ryan Franklin.

Vice-President Brandon Kimberlin called the meeting to order at 5:16 p.m. in the Kinzel Room at the Mattoon Public Library, Mattoon, IL.

Visitors: **None**

Minutes, Financial Report, Circulation Report and Staff Report: Motion to approve the minutes of September MPL Board Meeting (Seaman/Rankin – unanimous). Year-to-date Treasurer’s Report presented. Director Franklin responded to questions from trustees. The report will be filed for audit. Library Staff Report and Circulation Reports filed.

Bills: Poll to pay – Unanimous in favor.

Discussion:

- A.** Holiday Schedule/Board Meeting Schedule
- B.** Drug & Alcohol Policy: Discussion/answer period
- C.** Edge Report: Report was presented to board members and Director Franklin explained initiatives the library will pursue
- D.** Per Capita Report: Has been completed
- E.** Fundraising & Donor Fund: Discussion

Approval:

Calendars (Dean/Seaman – unanimous in favor)

Adjournment: Motion to adjourn at 5:55 p.m. (Stevens/Seaman)

Motion carries (unanimous)

The next Mattoon Public Library Board of Trustees Meeting will be held on Monday, November 3, 2014, at 5:15 p.m. in the Mattoon Public Library Kinzel Room, Mattoon, IL.

Respectively submitted,

Melinda Gill

Acting Secretary

December 1, 2014

Present: Director; Ryan Franklin, Robert Long, Barbra Wylie, Mindy Stevens, Brandon Kimberlin, Candy Rankin, Don Seaman, Sara Heyn.

Absent: Clay Dean, Melinda Gill

Visitors: None

Call to order: 5:15 pm

Minutes: reading and approval of minutes will be tabled till the next meeting

Treasurer's report: Was incomplete and will be emailed to all members within the next few weeks when completed.

Circulation report: Motion to file for audit (pass)

Poll to pay bills – Motion to pay (Mindy, Robert second) Pass

Discussion:

- FY-15/16 budget was discussed for what was to be expected for the rest of the year and for the coming year.

Motion to Adjourn – Mindy, Second Brandon Passed 5:29 pm

The next meeting will be Monday, January 5th, 2015.

Respectfully submitted By Robert Long