

**Mattoon Public Library Board of Trustees
Minutes: April 11, 2016, 5:15 pm.
Kinzel Room, Mattoon Public Library**

Call to Order:

The meeting was called to order. Those in attendance were Seaman, Rogers, Gill, Dean, Kimberlin, Rankin, Karpus and Grady. Also, present staff member Nonaas.

Visitors:

None

Minutes, Financial Report, Circulation Report and Librarian's Report (attached):

Board minutes were submitted for approval from the March 14, 2016 meeting. No corrections suggested. Motion to approve. (Dean/Rankin) unanimous.

Financial report for March 2016 was discussed and filed for audit.

Circulation report for March 2016 was reviewed, trend continues downward. Concerns were expressed by the board.

Librarian's report for April (see attached) was shared. Discussion followed on new duty assignments for employees, challenges finding some files and records, State Library Construction Grant meeting (Melinda offer to accompany Wenche) tomorrow in Effingham, Book Buggy has secured a vehicle from KC Summers, Author J.C. Morrows will be holding a book signing on April 29th, and staff teambuilding workshop May 18th

Dean motioned to accept all 3 reports/Grady seconded, unanimous.

Bills: Poll to pay – Unanimous in favor.

Strategic Planning:

Craig Rogers reported on the first meeting of the committee. The group discussed and identified objectives and began mapping out a plan to begin soliciting information from the community. Began to identify the areas, related to the library and the community, that need exploration and discussion. Next meeting is this Wednesday.

Budget:

Budget discussion was led by Dean. Attempts were made to create a lean budget. Expectations are to keep a close watch on expenditures. It was acknowledged that our Collection needs attention in the future, Karpus and Rankin offered to assist in evaluation of what we hold. Income is conservative, no potential grants are included.

Motion to approve. (Karpus/Rogers) unanimous.

Motion to adjourn to executive session. (Grady/Dean)

Other Matters: Upon return from executive session, motion to approve staff salary changes per attached schedule. (Grady/ Kimberlin) unanimous.

Adjournment