

Mattoon Public Library Board of Trustees
Minutes: August 8, 2016, 5:15 pm.
Kinzel Room, Mattoon Public Library

Call to Order:

The meeting was called to order. Those in attendance were Dean, Kimberlin, Rankin, Karpus, Ray and Grady. Rodgers attended by phone. Also present, library assistant Jones.

Visitors:

None

Consent Agenda

(Minutes of the previous meeting, Bills, Treasurer's Report, Circulation Report, Staff Report)

Motion made to accept the Consent Agenda. (Grady/Rankin) unanimous

Discussion:

Board membership: Laura Glenn is on the City Agenda to be appointed to the Library Board of Trustees. Our other two potential candidates were not able to accept an appointment at this time. Craig Rogers is leaving the board, a change in employment will take him out of our residential boundaries. Other potential nominees were discussed, by with the strategic planning process beginning the urgency has receded. Qualities discussed included outgoing, fundraising skills, young with children, passion for library, connections in the community.

Consultant: The consultant will be arriving in Mattoon on August 16th. Four interviews have been lined up with leaders of the community,. Focus groups of community members focusing on agencies in the community, community minded business leaders, and parents of children & educators. Additional groups will include the Board of Trustees, Strategic Planning Committee, and the Staff. There will be a 4hr meeting of the board on Thursday August 18th, to do preliminary work on Director Recruitment, Board Development, and Strategic Planning, food will be served The board will also be required to view a Webinar related to board development. The access information to the webinar site was shared with the board members.

Board Committees: Clay spoke about some of the duties and responsibilities that each member must meet. Functioning committees, especially for the next few months will be very important. Following are the chairs of each committee; Fundraising- Karpus, Strategic Planning- Grady, Policy-Ray, Collections and Facilities- Kimberlin, and Personnel- Grady (which will include Director search.)

Facilities: Roof replacement and repair bids were received. Low bid was Industrial Services of Mattoon at a price of \$116,600.00. Motion to approve the bid and authorize the execution of a contract for the roof work. (Ray/Kimberlin) unanimous.

Summer Hours: After discussion it was agreed that Summer Hours will continue into the fall.

Ginkgo Tree: Discussion continued from our August meeting related to the problems related to the Ginkgo tree. Agreement was reached that we need to address the source. Motion was made to have the tree removed, and to replace with a more suitable variety. (Grady/Karpus) unanimous

Strategic Planning:

The strategic planning committee has put our community survey out to the public through Survey Monkey. Everyone is encouraged to fill it out and to send it by email to friends and associates. The survey will be available to the public until the end of August. The Chamber of Commerce, Tourism Dept., and other businesses are helping to share the survey. There will be locations where the survey can be completed on paper, also.

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

New Business: none

Adjournment: (Kimberlin/Grady)

