

**Mattoon Public Library Board of Trustees  
Minutes: July 11, 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 interim director Nonaas.

**Visitors:**

Jasmine Jones staff member, and Paula Adams area library sciences student.

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

Board minutes were submitted for approval from the June 13, 2016 meeting, No corrections suggested. Motion to approve. (Grady/Karpus) unanimous.

Financial report for May 2016 was discussed and filed for audit. Treasurer pointed out, this is the second month since he has been on the board that expenses did not exceed income in the monthly statement. The staff was praised once again for their fiscal restraint.

A new circulation report format, for May 2016 was reviewed. The concise design is appreciated and helps put into perspective the big picture of circulation.

Librarian's report for June (see attached) was shared. Discussion followed on the preparations to put the roof specifications and scope of work Is out to bid with opening on July20th at the library, State Library Construction Grant to help with roof replacement of \$35,000 has been awarded, Book Buggy is running smoothly serving just under 200 children at 5 locations, First 6 Movies in the Park went well and attendance is dropping off as we get away from the current blockbusters, Summer Reading program number are strong again with 7 different programs from early school to teens.

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

**Discussion:**

**Board membership:** Greg Ray, Don Seaman, and Melinda Gill seats as trustees are up for appointment. Greg will be submitted to his first full term. With the resignations of Don and Melinda we have 2 seats to be filled. Some names of potential trustees were discussed, along with thoughts on the various talents and skills we would like to bring to the board.

**Consultant:** First order of business we discussed the dates available for the 4 hour meeting between the board and the consultant in August. Their visit will be set up around that meeting. While in town they will conduct 3 community focus groups, 4 individual interviews, and group meetings with staff, strategic planning committee and board of trustees. The board will also be required to view a Webinar related to board development. More detailed information will be shared as we get closer to their visit.

**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 are out to bid. Bid opening is set for July 20<sup>th</sup> at the library. The board will be notified of the results. Expect action to be taken at the next meeting.

The Gingko tree that shade the front entrance was brought up for discussion. The fruit that covers the lawn and sidewalks through the fall and into winter has been a major annoyance for 30 years. We recently spent a substantial amount trimming the tree back off the building and the roof. A suggestion was made that the board consider the removal of the tree. It can be replaced with another variety that can grow in the same area, without the nauseating smell. Discussion will continue at the August meeting.

### **Strategic Planning:**

The strategic planning committee has completed the question portion of compiling the survey. Craig is hard at work on Survey Monkey create all the nuances of a measurable survey. We expect to have the survey out to the public by the end of the week. When you receive your link / copy, please forward it to friends, family, and co-workers. We want maximum distribution.

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

**Other Matters:** Upon return from executive session, no action was taken.

**Adjournment:** (Karpus/Kimberlin)

