

**Carbondale Public Library Board of Trustees**

Wednesday, April 11, 2018

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:30 p.m.

**Roll call.**

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

**Present.**

Philip Brown, President

Barbara Levine, Vice President (3)

Joyce Hayes, Secretary

Don Prosser, Treasurer (2, plus 2 excused)

Julian Pei (1)

Roland Person (1)

Harriet Simon (3)

Susan Tulis (2)

**Absent.**

Sharifa Stewart (4)

The number following the Trustee's name indicates the number of absences this fiscal year.

**Staff present.**

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

**Visitors present.**

Four students.

**President's report.**

**Secretary's report.**

1. Approval of March 14, 2018 minutes. Roland Person moved to approve the minutes. Barbara Levine seconded. There is one correction: add Roland Person as present. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due April 16, 2018 to May 15, 2018. Along with standard expenses, notable bills include Servpro and A&W Plumbing from the flood. Barbara Levine moved to pay the bills. Joyce Hayes seconded. MOTION passed unanimously.

2. Set Finance Committee meeting near end of April: Tuesday, April 24 at 4:00 p.m.

3. Harriet made a motion to authorize the finance committee to approve all bills to be paid by the last day of the fiscal year, not to exceed budgetary authority. Susan Tulis seconded. MOTION passed unanimously.

4. Acceptance of the financial report for March 2018. The materials budget was reduced when we were uncertain that our per capita funds would arrive, and to make up for the reduced amount of promised per capita. We've not had any major unanticipated expenses, so we're in good shape for the end of the fiscal

year. Don Prosser moved to approve the financial report. Julian Pei seconded. MOTION passed unanimously.

**Librarian’s report.**

1. Building and grounds maintenance. The flood in March was caused by a plumbing failure in the men’s restroom. While it was not caused by sabotage, the failure happened when very minor work was underway. Our restrooms are sometimes sabotaged in various ways, so we’ve looked for solutions to prevent the kind of sabotage that could cause a flood. Maintenance Manager Josh Fenton found that we could have stainless steel covers made locally to protect our toilet fixtures for \$125 each (a fraction of the cost of other options). While this expenditure does not require board approval, the Director sought the board’s opinion. Don Prosser made a motion to commission the stainless steel covers. Philip Brown seconded. MOTION passed unanimously.

2. Review of April 10<sup>th</sup> budget hearing. There were no questions or comments about the library’s budget.

3. Consider extending insurance reimbursement of \$278.23 to the library Maintenance Manager for his time installing cove base. Barbara Levine made a motion to extend the reimbursement for cove base installation to Josh Fenton for performing that work. Susan Tulis seconded. MOTION passed unanimously.

4. Other. The Director brought the following to the board’s attention:

The budget includes a table of property tax rates from each local taxing body over the last ten years. I’ve attached these pages for your information. I created the following table to show how our levy coincides with our tax rate. You’ll notice that our FY18 levy was \$30,057 higher than it was two years prior in FY16, and yet the tax rate is lower, costing the individual property owner less money (assuming their property is not reassessed at a higher value). For FY19 we’ve increased our levy a modest \$15,004. This might not increase the tax rate at all.

<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
\$1,001,892 levy	\$1,031,949 levy	\$1,031,949 levy	\$1,046,953 levy
0.33669 tax rate	0.34134 tax rate	0.33583 tax rate	Not yet available

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

None.

**Adjournment.**

Adjourned at 4:55 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): May 9, 2018, June 13, 2018, July 11, 2018, August 8, 2018, September 12, 2018, October 10, 2018, November 14, 2018, December 12, 2018

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

**Carbondale Public Library Board of Trustees**

Wednesday, May 9, 2018

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:30 p.m.

**Roll call.**

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

**Present.**

Philip Brown, President

Barbara Levine, Vice President

Joyce Hayes, Secretary

Don Prosser, Treasurer

Julian Pei

Roland Person

Harriet Simon

Susan Tulis

**Absent.**

Sharifa Stewart (1)

The number following the Trustee's name indicates the number of absences this fiscal year.

**Staff present.**

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

**Visitors present.**

None.

**President's report.**

1. The board president has the option to excuse one or more absences from a board member missing more than 3 meetings in FY18 if those absences are in accordance with board bylaws. Tabled.

**Secretary's report.**

1. Approval of April 11, 2018 minutes. Barbara Levine made a motion to approve the minutes. Roland Person seconded. MOTION passed unanimously.

**Correspondence and communications.**

1. Per Capita award letter. Our FY18 annual Per Capita Grant has been awarded for \$32,377.50, an increase after last year's reduced amount. The letter from Illinois Secretary of State and State Librarian Jesse White emphasizes the importance of libraries, and reminds us that the funds may be significantly delayed due to the continued payment backlog.

**Financial report.**

1. Approval of bills payable up to and including bills due May 16, 2018 to June 15, 2018. Bills standard, as well as database renewals and summer programs. Roland Person made a motion to pay the bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for April 2018. Reviewed end of FY18 finances. The library had a really good year, all things considered, without any major unexpected expenses or major revenue losses. The library has ended each fiscal year in the black since the current Director took charge in FY11. Roland Person and Philip Brown commended the Director for keeping expenses in check. The Board agreed unanimously. The Finance Manager was thanked for putting together a thorough report. Philip Brown moved to approve the financial report. Joyce Hayes seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. Don Prosser made a motion to and approve expenditure on pump and chemicals from Jaytech to prevent spread of Legionnaires Disease. Roland Person seconded. MOTION passed unanimously. The Board instructed the Director to choose a Sunday to close for parking lot maintenance, as weather permits. Include some repair where the parking lot meets the road as well.
2. Vote on method for collecting non-resident fees. Roland Person made a motion to continue with the Property Tax Bill method and our renter's formula for the collection of non-resident fees. Barbara Levine seconded. MOTION passed unanimously.
3. Change Staff Institute to June 1. The date was agreed upon by consensus.
4. Trustee terms of office.
5. Other. There was some discussion about what may or may not be happening with the vacant lot to the east of the library.

**Committee reports.**

1. Approval of 4/24/18 Finance Committee minutes. Harriet Simon made a motion to approve minutes. Philip Brown seconded. MOTION passed unanimously.

**Unfinished business.**

None.

**New business.**

Patron behavior. There was an incident involving a youth on April 23<sup>rd</sup>. The young man came in with his mother to apologize and rectify the situation. He was banned until further notice. The Board decided on a one-month ban (April 23 – May 23). The Director will send a letter to the young man's mother to notify her.

**Other.**

None.

**Adjournment.**

Adjourned at 5:23 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): June 13, 2018, July 11, 2018, August 8, 2018, September 12, 2018, October 10, 2018, November 14, 2018, December 12, 2018

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

**Carbondale Public Library Board of Trustees**

Wednesday, June 13, 2018

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:30 p.m.

**Roll call.**

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

**Present.**

Philip Brown, President

Barbara Levine, Vice President

Joyce Hayes, Secretary

Don Prosser, Treasurer

Julian Pei

Roland Person

Harriet Simon

Susan Tulis

**Absent.**

Sharifa Stewart (2)

The number following the Trustee's name indicates the number of absences this fiscal year.

**Staff present.**

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

**Visitors present.**

None.

**President's report.**

1. Election of Trustee officers (President and Vice President) to begin service July, 2018. Philip Brown made a motion to elect Barbara Levine as President and Susan Tulis as Vice President. Roland Person seconded. MOTION passed unanimously.

2. The board president has the option to excuse one or more absences from a board member missing more than 3 meetings in FY18 if those absences are in accordance with board bylaws. Tabled. At the board's request, the library director will email Sharifa Stewart to ask that she send her request for excused absences with the correct FY18 and FY19 dates to the new board president, Barbara Levine.

**Secretary's report.**

1. Approval of May 9, 2018 minutes. Barbara Levine made a motion to approve minutes (with corrected typos). Joyce Hayes seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due June 16, 2018 to July 15, 2018. Bills of note include Staff Day expenses, IHLS system membership, and tuition reimbursements. Harriet Simon made a motion to pay bills. Julian Pei seconded. MOTION passed unanimously.
2. Acceptance of the financial report for May 2018. We have turned in everything to the city for the annual audit. Julian Pei moved to approve the financial report. Roland Person seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance, HVAC, etc.
2. Vote to appoint FOIA/OMA officer(s). Roland Person made a motion to reappoint Diana Brawley Sussman and Gwen Hall Grosshenrich as FOIA officers, and Barbara Levine as the OMA officer. Don Prosser seconded.
3. Review minutes from closed sessions. Don Prosser made a motion to keep executive session minutes closed. Susan Tulis seconded. MOTION passed unanimously.
4. Adopt prevailing wage ordinance. Don Prosser moved to adopt the prevailing wage ordinance. Harriet Simon seconded. Vote: 8 ayes, 0 nays, 1 absent, 0 abstained. MOTION passes.
5. Other. A patron (initials SW) who was banned about one year ago has requested clarification on whether his ban will be lifted. Don Prosser moved to lift the ban at the one-year date. Philip Brown seconded. MOTION passed unanimously.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

None.

**Adjournment.**

Adjourned at 5:17 p.m.

Board Meetings for 2018 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): July 11, 2018, August 8, 2018, September 12, 2018, October 10, 2018, November 14, 2018, December 12, 2018

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director



**CITY OF CARBONDALE, ILLINOIS**  
**LIQUOR ADVISORY BOARD**  
**Thursday, May 10, 2018 - 5:30 p.m.**  
**Civic Center, 200 S. Illinois Avenue, Room 103**

The City of Carbondale's Liquor Advisory Board held a meeting on Thursday, May 10, 2018, in Room 103 of Carbondale City Hall, 200 South Illinois Avenue. Chairman Monty called the meeting to order at 5:30 p.m. with the following-named members of the Board present/absent:

**1. Roll Call**

Present: Mark Robinson (5:38 p.m.), John Mills, Steve Payne (5:31 p.m.), Tasis Karayiannis, and Donald Monty

Absent: David Cisco, Henry Webber, Taylor Delaney

A quorum was available to take action on the agenda items. City Staff present for the meeting included City Clerk Jennifer Sorrell, City Attorney Jamie Snyder, Lieutenant Matt Dunning, and Building and Neighborhood Services Manager John Lenzini

**2. Approval of minutes from March 1, 2018**

J. Mills moved, T. Karayiannis seconded, to approve the minutes of March 1, 2018. VOTE: All voted aye; motion declared carried.

**3. Review of Third Quarter Reports for License Year 2017-2018**

Lt Dunning responded to Board inquiries about an officer's discretion regarding what charges to cite in the event of an arrest; what factors may account for a decrease in arrests; and the history of noise problems with Saluki Bar/Levels. It was noted that the beer garden complaint was on a Thursday and it has a pending Liquor Control hearing to address this matter, with two additional complaints also pending. The Board remarked that the Local Liquor Control Commission has the discretion as to whether or not they approve a beer garden permit or a beer garden permit with entertainment. The Board asked if the licensee had provided an explanation for their behavior. It was suggested that the City Council take a look at it.

John Lenzini responded to inquiries regarding the inspection process, noted that some of the liquor license renewal inspections are included on this report, remarked that the renewal inspections were going well, responded to the seriousness of certain safety violations such as emergency lights, exits, and fire extinguishers, what "housekeeping" issues entail, disorderly housekeeping and overcrowded basements leading to an increased fire load.

J. Mills moved, M. Robinson seconded, to accept and forward Third Quarter Reports for license year 2017-2018 from Development Services and the Police Department. VOTE: All voted aye; motion declared carried.

**4. Consideration of Liquor License Renewal Applications for License Year 2018-2019**

The Board discussed the summaries provided to them in order to assist in their review of renewal items. It was noted that there were initially a number of businesses who had not provided their Business Data Report which demonstrates compliance with required minimum percentages for a given class of license. Both Reema's and El Greco do not have a full license year to report. Additionally, a number of licensees were delinquent on their Food and Beverage or Package Liquor taxes. The City Attorney explained the practice for collecting on the food and beverage taxes and noted that failure to pay such taxes were grounds to not renew licenses. The Board indicated surprise at how many locations had not turned in their items in a timely manner and suggested it might be time to consider instituting a penalty or fee. The Clerk noted that the licensees have two full months to gather items together, which particularly with the new BASSET requirements, is now a more challenging endeavor. The Board

then remarked on the number of locations which have issues with meeting the residency requirement; the Clerk noted that while many individuals have Carbondale addresses, several live outside of the corporate limits. Particularly with the smaller establishments, it can be a challenge to have an employee who meets the residency requirements. Alternatives may be to consider extending the residency to the City's zoning jurisdiction, the employment residency radius, or to allow residency to be established by living in Jackson County. The Board agreed that is a subject that should be reviewed. There was discussion regarding the difficulties in meeting and maintaining the number of BASSET-trained employees required.

Finally, the Board reviewed Key West's continuing issues with meeting the minimum percentage requirements for a Class B2 license, which would require that less than ½ of their revenue coming from video gaming. Mr. Scott Uffelman was present to respond to these concerns. He noted that Key West and Reel Lucky have two distinct sets of customers who chose one location for their gaming. Additionally, he indicated that a new restaurant within Key West should be open in a couple of weeks.

Mr. Monty noted that he would be abstaining from voting on Schnucks' application due to his continued frustration with their failure to block off grocery aisles that have alcohol during hours when such sales are prohibited. Building and Neighborhood Services Manager John Lenzini indicated that he would contact the licensee to remind them of this requirement. There was a discussion about the purpose of this requirement and which locations are compliant.

MOTION: J. Mills moved, M. Robinson seconded, to recommend approving the renewal of the liquor licenses in one motion as listed, contingent upon receipt of all outstanding items. VOTE: John Mills, Mark Robinson, and Tasis Karayiannis aye; Donald Monty abstain. Motion declared carried.

**5. Clerk Update on City Council Discussion of Alternatives Outlined for the Rewrite of Chapter Two of the Liquor Code, Specifically Relating to the Hearing Officer and Summary Action Authority**

The Clerk apprised the Liquor Advisory Board as to the City Council's support or opposition to three options presented to them for amendments to Chapter Two of the Liquor Code. There was support for an external Hearing Officer, but not to expand Summary Action Authority, or to permit bypassing a Liquor Control Commission Hearing to accept the Hearing Officer's Report and Recommendation for a Stipulated Plea of Guilty.

**6. Citizens' Comments**

None.

Next Meeting: June 7, 2018

**7. Adjournment**

Meeting adjourned at 6:21 p.m.

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Jennifer R. Sorrell, City Clerk

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Date Approved

## **Local Liquor Control Commission Meeting June 26, 2018 (Tuesday, June 26, 2018)**

*Generated by Jennifer R Sorrell on Wednesday, June 27, 2018*

### **Commissioners present**

Commissioner Tom Grant, Commissioner Carolin Harvey, Commissioner Navreet Kang, Commissioner Adam Loos, Commissioner Jessica Bradshaw, Commissioner Jeff Doherty, and Chairman John M Henry

### **Meeting called to order at 6:04 PM**

#### 1. Preliminaries to the Local Liquor Control Commission

Action: 1.2 Approval of Minutes from the Local Liquor Control Commission Meeting of June 12, 2018

MOTION: Approve the minutes from the Local Liquor Control Commission meeting of June 12, 2018

Motion by Tom Grant, second by Carolin Harvey.

Final Resolution: Motion Carries

Yea: Tom Grant, Carolin Harvey, Navreet Kang, Adam Loos, Jessica Bradshaw, Jeff Doherty, John M Henry

#### 2. General Business of the Local Liquor Control Commission

Action: 2.1 **Consideration of the 2018-2019 Liquor License Renewal Application for Fat Patties**

The Commission inquired about the late submission of the liquor license renewal application; the applicant remarked that life and business obstacles had prevented timely submission.

MOTION: Approve the renewal of the liquor license, contingent upon receipt of all outstanding items.

Motion by Adam Loos, second by Jeff Doherty.

Final Resolution: Motion Carries

Yea: Tom Grant, Carolin Harvey, Navreet Kang, Adam Loos, Jessica Bradshaw, Jeff Doherty, John M Henry

#### 3. Citizens' Comments for the Local Liquor Control Commission

Stephanie Brown, president of the Autism Society of Southern Illinois, noted that the organization had received space in the Dentmon Center for a sensory-friendly gym with specialized equipment. She further commended Officer Randy Mathis, 9-1-1 Staff, and Fire Department personnel for their services during a basketball tournament at Attucks Park during the previous weekend.

Commissioner Kang suggested the implementation of penalties for the late submission of liquor license applications.

4. Adjournment of the Local Liquor Control Commission

The Local Liquor Control Commission adjourned at 6:12 p.m.

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Jennifer R. Sorrell, City Clerk

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Date