

**Carbondale Public Library Board of Trustees**

Wednesday, December 11, 2019

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.**

Barbara Levine, President (1 excused)

Roland Person, Secretary (1 excused)

Julian Pei, Treasurer (3 excused)

Philip Brown (1)

Joyce Hayes (1)

Chastity Mays (2)

Don Prosser (1)

Harriet Simon (1 excused)

**Absent.**

Susan Tulis, Vice President (2)

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

**Visitors.**

None.

**Staff present.**

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

**President's report.**

None.

**Secretary's report.**

1. Approval of the November 13, 2019 minutes. Harriet Simon made a motion to approve the minutes. Joyce Hayes seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due December 16, 2019 to January 15, 2020. Julian Pei made a motion to pay the bills. Philip Brown seconded. MOTION passed unanimously.

2. Acceptance of the financial report for November 2019. We've not received any additional property taxes this month. Librarians have spent about 50% of book budget, so we're on target with that. The Finance Manager changed the utility bill report to reflect the actual monthly bill (rather than what was paid that month). It's simply a timing issue, but this way the report accurately shows whether our utility costs are going up or down. At the Board's request, the Director spoke with the Jackson County Treasurer's Office about how unpaid property taxes are recouped and distributed. Once the debt is sold it is distributed to

taxing bodies. The amount received rarely matches the exact amount levied due to the timing of reassessments, as well as factual errors and adjustments. Roland Person made a motion to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

### **Librarian's report.**

1. Per Capita requirement: Review of Trustee Facts File Chapter 14, Trustee Continuing Education; Appendix E, Code of Ethics; Appendix F, Ethics Statement for Public Library Trustees; Appendix G, Selected Resources. The board reviewed the chapters. They feel that reading through the Trustee Facts File and fulfilling other annual per capita requirements provides them with a solid understanding of their duties. The Director asked them to let her know if they'd like to pursue any other learning opportunities.
2. Per Capita requirement: Staff and trustees will complete at least one free education opportunity focusing on organizational management. Design Thinking presentation from Jennifer Robertson, Adult Program Librarian. Tabled.
3. Building and grounds maintenance. The Director will re-submit the Live & Learn Per Capita Grant application this year. If funded, the grant will fund a roof replacement and the creation of a glassed-in room for teens and youth to reduce the noise level in the library.
4. Review and acceptance of dates closed for 2020. Joyce Hayes moved to approve the dates closed for 2020. Harriet Simon seconded. MOTION passed unanimously.
5. Review and acceptance of board meeting dates for 2020. Julian Pei moved to accept meeting dates. Harriet Simon seconded. MOTION passed unanimously.
6. Other. The library's levy was passed by the City Council. The Director reported that Councilman Loos thanked the library for keeping our requested levy at an absolute minimum for several years in a row. He said he wasn't sure how we manage it, but he appreciates it. At the levy hearing Councilman Doherty noted that the City of Carbondale is not increasing property taxes, and expressed the hope that other taxing bodies would follow suit. The Director reported that Francine Wien-Frankowski has been hired as the new Children's Librarian. She is currently enrolled in a library science master's degree program. She will begin working on January 6, and will spend one month in training before Pat Luebke retires.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

Patron behavior. The Board discussed the situation with patron P.W. Library staff have spoken with this patron about unacceptable behavior several times. Don Prosser moved to ban the patron for one week, then to ban long term if the behavior repeats. The Director will provide the patron with service suggestions as well. Philip Brown seconded. MOTION passed unanimously.

### **Adjournment.**

Adjourned at 5:20 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

Wednesday, January 8, 2020

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:32 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.**

Susan Tulis, Vice President (2)

Roland Person, Secretary (1 excused)

Julian Pei, Treasurer (3 excused)

Philip Brown (1)

Joyce Hayes (1)

Chastity Mays (2)

Don Prosser (1)

Harriet Simon (1 excused)

**Absent.**

Barbara Levine, President (2; 1 excused)

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

**Visitors.**

Three visitors.

**Staff present.**

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager; Jennifer Robertson, Adult Program Librarian; Francine Wien-Frankowski, Children's Librarian

**President's report.**

None.

**Secretary's report.**

1. Approval of the November 13, 2019 minutes. Philip Brown moved to approve the minutes. Joyce Hayes seconded. MOTION passed unanimously.

**Correspondence and communications.**

**Financial report.**

1. Approval of bills payable up to and including bills due December 16, 2019 to January 15, 2020. A lot of library materials were purchased this month. We're doing well with spending on materials in a timely manner. Roland Person moved to approve payment of bills. Harriet Simon seconded. MOTION passed unanimously.

2. Acceptance of the financial report for November 2019. The Finance Manager has been working on switching Pat Luebke's purchasing work to Francine Wien-Frankowski, as well as completing end of calendar year paperwork. Susan Tulis moved to approve the financial report. Roland Person seconded. MOTION passed unanimously.

### **Librarian's report.**

1. Per Capita requirement: Become familiar with the services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>. Board and staff have reviewed these sites independently and discussed them at the meeting. Teen Program Librarian Elizabeth Hartman created and provided a guide for using the ILDA.
2. Per Capita requirement: Staff and trustees will complete at least one free education opportunity focusing on organizational management. Design Thinking presentation from Jennifer Robertson, Adult Program Librarian. Jennifer showed a short video about design thinking. She explained that the staff developed two design questions and will be interviewing people who don't have a library card. It's very user-based information gathering. We will be creating a design based on gathered information, implementing, evaluating, and tweaking as needed.
3. Review and acceptance of investment policy. Philip Brown moved to amend the policy with language regarding annual approval of the Chief Financial Officers. Don Prosser seconded. MOTION passed unanimously.
4. Review of executive session minutes. Don Prosser moved to maintain closed session minutes as presented. Susan Tulis seconded. MOTION passed unanimously.
5. Building and grounds maintenance. None.
6. Other. None.

### **Committee reports.**

#### **Unfinished business.**

#### **New business.**

Closed Executive Session: The Board was requested to pass a motion to hold a closed meeting to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees (5 ILCS 120/2(c)(1)). Don Prosser made a motion to go into closed session to discuss personnel matters related to a specific employee. Julian Pei seconded. Roll call was taken. All board members were present, other than Barbara Levine. The Library Director was present. The MOTION passed 8 ayes, 0 nays, 0 abstentions, 1 absent. The board went into executive session at 5:13pm. The board resumed open session at 5:26pm. Roll call was taken. All board members were present, other than Barbara Levine. The Library Director was present. No action was taken.

#### **Other.**

Patron behavior, including a request to consider lifting a ban. Julian Pei moved to keep patron banned and review the ban if a formal request is received from the patron. Philip Brown seconded. MOTION passed unanimously.

#### **Adjournment.**

Adjourned at 5:27 p.m.  
Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

Wednesday, February 12, 2020  
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.**

Barbara Levine, President (2; 1 excused)  
Susan Tulis, Vice President (2)  
Roland Person, Secretary (1 excused)  
Philip Brown (1)  
Joyce Hayes (1)  
Chastity Mays (2)  
Don Prosser (1)

**Absent.**

Julian Pei, Treasurer (4 excused)  
Harriet Simon (2 excused)

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

**Visitors.**

Three high school students.

**Staff present.**

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

**President's report.**

Barbara Levine excused absences for Julian Pei and Harriet Simon in accordance with bylaws.

**Secretary's report.**

1. Approval of the January 8, 2020 minutes (open and closed session) Susan Tulis moved to approve open session minutes. Joyce Hayes seconded. MOTION passed unanimously. Don Prosser moved to approve closed session with one minor edit. Susan Tulis seconded. Unanimous on both. MOTION passed unanimously.

**Correspondence and communications.**

1. 2020 property tax assessment appeals were shared with the board via email.

**Financial report.**

1. Approval of bills payable up to and including bills due January 16, 2020 to February 15, 2020. There were a lots of books purchased this month as we near the end of the fiscal year. Roland Person moved to pay the bills. Philip Brown seconded. MOTION passed unanimously.

2. Acceptance of the financial report for January 2020. Per Capita grant funds have been received. We've received all but about \$4,280 in property tax revenue. We received more replacement tax revenue than we'd budgeted for, but that's not unusual, as that figure is estimated in the budget. Roland Person made a motion to approve the financial report. Susan Tulis seconded. MOTION passed unanimously.
3. Approval of the final FY21 budget. Don Prosser moved to approve the FY21 budget. Roland Person seconded. MOTION passed unanimously.

### **Librarian's report.**

1. Building and grounds maintenance. Discussed vandalism of exterior lighting.
2. Personnel policies. Tabled.
3. Other. The Director reported that 11 Days for Peace programs seemed to be well-attended. Links to articles about fine-free libraries were shared with the board in their packets.

### **Committee reports.**

#### **Unfinished business.**

1. Approval of the amended investment policy and appointment of Chief Investment Officers. Don Prosser moved to approve the Investment of Public Funds Policy with one minor edit. Philip Brown seconded. MOTION passed unanimously.

#### **New business.**

The board requested reports from Social Work Intern Shacon Scott. They appreciate it when staff provide a bit of information about what's planned for the near future, and when acronyms are spelled out.

#### **Other.**

Patron behavior. None.

#### **Adjournment.**

Adjourned at 5:08 p.m.  
Respectfully submitted:

Roland Person, Secretary  
Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

Wednesday, March 11, 2020

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.**

Barbara Levine, President (2; 1 excused)

Susan Tulis, Vice President (2)

Roland Person, Secretary (1 excused)

Philip Brown (1)

Joyce Hayes (1)

Chastity Mays (2)

Harriet Simon (2 excused)

**Absent.**

Julian Pei, Treasurer (5 excused)

Don Prosser (2)

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

**Visitors.**

None.

**Staff present.**

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

**President's report.**

None.

**Secretary's report.**

1. Approval of the February 12, 2020 minutes. Susan Tulis made a motion to accept the minutes with one correction. Philip Brown seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due February 16, 2020 to March 15, 2020. The Finance Manager reported that we are finishing up payments for databases and other end-of fiscal year expenses. Harriet Simon made a motion to pay bills. Susan Tulis seconded. MOTION passed unanimously.

2. Acceptance of the financial report for February 2020. We received a revenue check from the city today. Spending is on track for this fiscal year. Philip Brown moved to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. Following a recent sewage backup in the bathroom our Maintenance Manager consulted with a plumber who inspected our sewage lines and found an extra manhole somewhat buried in the yard. We asked the city if they would clean it out for us, and they promised to do so. We are grateful for that assistance. The board agreed by consensus to renew Green Ridge Landscaping's contract for mowing and landscape maintenance. The Friends have given the library the money to purchase a new color copy machine for staff access, which has the ability to fold and staple materials. Purchasing the machine outright, as opposed to signing a 5-year lease, saved the library \$2,308. The library will replace two older copiers with one, which will eliminate one service contract, an additional cost savings.

2. Personnel policies. Roland Person made a motion to adopt the Parental Leave policy for employees who have worked for the library for at least 12 months. Philip Brown seconded. MOTION passed unanimously.

3. Other. Discussed COVID-19 preparation.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

Patron behavior. None.

**Adjournment.**

Adjourned at 5:08 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**  
Wednesday, April 8, 2020, 4:30 p.m.

Online meeting open to the public. Email  
[dbrawley@carbondale.lib.il.us](mailto:dbrawley@carbondale.lib.il.us) for meeting access

## 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.**

Barbara Levine, President (2; 1 excused)  
Susan Tulis, Vice President (2)  
Roland Person, Secretary (1 excused)  
Julian Pei, Treasurer (5 excused)  
Philip Brown (1)  
Joyce Hayes (1)  
Don Prosser (2)  
Harriet Simon (2 excused)

### **Absent.**

Chastity Mays (3)

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

### **Visitors.**

None.

### **Staff present.**

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

### **President's report.**

President Barbara Levine thanked the staff for innovative programs and hopes we'll get back to normal sooner rather than later.

### **Secretary's report.**

1. Approval of the March 11, 2020 minutes. Harriet Simon made a motion to accept the minutes with the correction of one typo. Susan Tulis seconded. MOTION passed unanimously.

### **Correspondence and communications.**

None.

### **Financial report.**

1. Approval of bills payable up to and including bills due April 16, 2020 to May 15, 2020. Ordering of books and materials has gone down quite a bit since the COVID-19 closure. Databases are being renewed. Some bills may not have come in yet. Philip Brown made a motion to pay bills payable. Joyce Hayes seconded. MOTION passed unanimously.

2. Set Finance Committee meeting near end of April. Joyce Hayes, Don Prosser, and Roland Person serve on the Finance Committee. The committee will meet via Zoom on April 29, 2020 at 4:30 p.m.
3. Authorize the finance committee to approve all bills to be paid by the last day of the fiscal year, not to exceed budgetary authority. Julian Pei made a motion to authorize finance committee to pay bills due at the end of the fiscal year within budgetary guidelines. Roland Person seconded. MOTION passed unanimously.
4. Acceptance of the financial report for March 2020. At end of year we will not have spent all of our budget due to being closed, delays in mail, etc. Payroll will be normal. Materials will be underspent. Roland Person moved to accept the financial report. Susan Tulis seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. Discussed security cameras and alarm system.
2. Adoption of the Families First Coronavirus Response Act Paid Leave Entitlements for 2020. Don Prosser made a motion to adopt the act. Julian Pei seconded. MOTION passed unanimously.
3. COVID-19 procedures. Discussed COVID-19 services (e-books, virtual programs, virtual new cards), plans for protecting the public and staff when reopening, different summer reading program models, removing some chairs and disabling some computers in order to ensure social distancing, and what partial opening might look like. Staff are working from home and will continue to be paid. The Director is planning for potential economic threats, though in the library's case those threats are still speculative. The library does not face the financial emergency that businesses and municipalities face because the majority of library funds come from property taxes, which have already been levied. Those funds may be delayed, but that is not unusual. We might anticipate a possible reduction in Corporate Replacement Tax as business revenues will be down. Perhaps the state could potentially withhold or reduce state and federal grant funds in response to this emergency, though we've seen no discussion of that.
4. Other. None.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**New business.**

None.

**Other.**

Patron behavior. None.

**Adjournment.**

Adjourned at 5:05 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**  
Wednesday, May 13, 2020, 4:30 p.m.

Online meeting open to the public. Email  
dbrawley@carbondale.lib.il.us for meeting access

## **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.**

Barbara Levine, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer  
Philip Brown  
Joyce Hayes  
Chastity Mays  
Don Prosser  
Harriet Simon

### **Absent.**

None.

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

### **Visitors.**

None.

### **Staff present.**

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

### **President's report.**

None.

### **Secretary's report.**

1. Approval of the April 8, 2020 board meeting minutes. Harriet Simon made a motion to approve the minutes. Joyce Hayes seconded. MOTION passed unanimously.

### **Correspondence and communications.**

Two emails from the Illinois State Library.

### **Financial report.**

1. Approval of bills payable up to and including bills due May 16, 2020 to June 15, 2020. There were only 3 bills: Electric, insurance, Japanese Garden. Roland Person made a motion to pay bills. Julian Pei seconded. MOTION passed unanimously.

2. Acceptance of the financial report for April 2020. The electric bill went down. We've not been collecting

any fines and fees. We participated in an IMRF audit. Unemployment increased due to a past claim. Julian Pei made a motion to accept the financial report. Roland Person seconded. MOTION passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance. Our Maintenance Manager is installing Plexiglas barriers. Bain Roofing is diagnosing a leak in the Brush building.
2. Vote on method for collecting non-resident fees. Don Prosser moved to continue with the tax bill method and the library's existing formula for calculating fees for renters. Roland Person seconded.
3. Trustee terms of office. All three Trustees with expiring terms will reach out to the Mayor. They are willing to serve. Barbara Levine and Harriet Simon are both willing to step down if someone new wants to take their place, but we are not currently aware of anyone wanting to do so.
4. Plans for gradual partial reopening. The Director will change the minimum quarantine on incoming materials from 3 days to 5. We will make any edits recommended by the health department. If the health department does not object we will begin receiving returned items through the book drop next week and begin curbside service the following week. Roland Person made a motion to approve the plan. Susan Tulis seconded. MOTION passed unanimously.
5. Other. Employees have been working from home to the extent that it's possible for them to do so. Don Prosser noted that he leaves it to the Director to assign and monitor tasks, but he thinks that if we are paying people we ought to get value for that.

**Committee reports.**

1. Approval of April 29, 2020 Finance Committee meeting minutes. Don Prosser made a motion to approve these minutes. Joyce Hayes seconded. MOTION passed unanimously.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

Patron behavior. None.

**Adjournment.**

Adjourned at 5:17 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees    Wednesday, June 10, 2020, 4:30 p.m.**

Online meeting. For public attendance please click the link below:

<https://us02web.zoom.us/j/87556774848?pwd=dG8vV3BPRUFxNUpWaVRpa3NJUHRRpUT09>

Password: 886737. For telephone access dial: 1-312-626-6799. Webinar ID: 875 5677 4848

Password: 886737

**MINUTES**

**Statement prior to start of the meeting.**

Statement made by Barbara Levine: The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

**Call to order.**

Called to order at 4:30pm

**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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

**Present.**

Barbara Levine, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer  
Philip Brown  
Joyce Hayes  
Chastity Mays  
Don Prosser  
Harriet Simon

**Absent.**

None.

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

**Visitors.**

One. There were two visitors listed as participants. They did not submit any chat to the board. It became apparent after the meeting that one of the phone numbers listed belonged to Joyce Hayes. Joyce Hayes attended the meeting, but did not speak or vote. As she was present, her votes have been recorded as abstentions.

**Staff present.**

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

### **President's report.**

1. Election of Trustee officers (President and Secretary) to begin service July, 2020. Barbara Levine would prefer not to serve another term as President. Harriet Simon nominated Don Prosser as President and Susan Tulis as Vice President. Philip Brown seconded. Roll call taken. 7 yeas, 0 nays, 2 abstention.

### **Secretary's report.**

1. Approval of the May 13, 2020 board meeting minutes. Roland Person made a motion to approve the minutes. Susan Tulis seconded. Roll call was taken: 8 yeas, 0 nays, 1 abstention.

### **Correspondence and communications.**

The library received the annual Per Capita Grant award letter from the Illinois State Library, and notice that we were not awarded a Live & Learn Construction Grant for replacement of the library's roof and construction of a glassed in area for youth.

### **Financial report.**

1. Approval of bills payable up to and including bills due June 16, 2020 to July 15, 2020. The bills include some things that were held in the mail while we were closed. Philip Brown made a motion to approve payment of bills. Roland Person seconded. Roll call was taken: 8 yeas, 0 nays, 1 abstention.
2. Acceptance of the financial report for May 2020. Not much has happened so far this fiscal year. No income has been received. The city requested one minor reclassification for FY20. Don Prosser made a motion to accept the financial report. Susan Tulis seconded. Roll call was taken. 8 yeas. 0 nays. 1 abstention.

### **Librarian's report.**

1. Building and grounds maintenance. Discussed measures for preparing to serve the public in person: Josh Fenton has installed Plexiglas around the circulation desk and plastic barriers around staff desks. All computers have been separated from one another. This reduces the number of computers available, but it's not too insufficient. He is installing a new water fountain system, which will fill cups and bottles only. The regular drinking fountain spigots will be disabled and can be re-enabled once the pandemic is over. The Brush roof is leaking. We've tried patching it and will try cleaning the gutters next. It is due for replacement. Since we did not get the Live & Learn grant to do construction on the main building's roof and youth room, but we budgeted for matching funds, we believe we should be financially able to replace the Brush roof instead, which is a less expensive project.
2. Curbside service / COVID-19. Discussed curbside pickup and virtual programs, which are going well. The Director explained that most libraries in southern Illinois seem to be open to curbside service only, and many will wait until the state is at phase 4 before opening to the public. The state library is working on guidance around capacity limits for libraries. Chicago Public Library is open. Apparently their staff are very unhappy. They have a greeter and will make people wait outside prior to entry in order to maintain capacity restrictions. Their website says that patrons must wear a mask. The Director plans to require patrons to wear masks, but expressed her concern about enforcing mask-wearing rules, as there have been confrontational incidents elsewhere. She discussed ADA accommodations, and asked for the board's opinions, concerns, and advice. Barbara Levine suggested it's prudent to wait until phase 4. Board members expressed that it is pretty disrespectful not to wear a mask, and reasonable to ask people to wear one. We don't want our staff to be endangered by these confrontations. The library's plans are fluid and flexible. We will wait until phase 4 to open up the building to the public, and will revisit the issue at the next board meeting if we are not at phase 4 by then.
3. Vote to appoint FOIA/OMA officer(s). Chastity Mays made a motion to appoint Finance Manager, Gwen Hall Grosshenrich and Director Diana Brawley Sussman to be the FOIA officers, and Don Prosser to be the OMA officer. Roland Person seconded. Roll call was taken. 7 yeas. 0 nays. 1 abstention. 1 absent.
4. Review and approval of minutes from closed sessions. Don made a motion to keep Executive Session minutes closed. Roland Person seconded. Roll call was taken: 8 yeas. 0 nays. 1 abstention.
5. Other. The Director commended her staff for their flexibility and creative ingenuity. She also commended

Chastity Mays' two teenage daughters who organized and led a candlelight vigil. It was peaceful and well attended, and the community had wonderful things to say about it. What impressive and admirable work for two teens to have accomplished! Don Prosser noted that there has been some vandalism of the library's Story Walk at Green Earth. It is an impressive project. The Director noted that Francine Wien-Frankowski is a brand new children's librarian partway through library school having to invent new creative ways to do everything, and she is doing a spectacular job. Barbara Levine commended the Director as well.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

Patron behavior. None.

**Adjournment.**

Adjourned at 5:21pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

**Wednesday, July 8, 2020, 4:30 p.m.**

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNIbzUrZnNWZz09>

Password: 852584. This link is also available at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> For telephone access dial: 1-312-626-6799.

Webinar ID: 854 5970 7770. Password: 852584.

**MINUTES**

**Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded. Statement made by Don Prosser.

**Call to order.**

4:30pm

**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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

**Present.**

Barbara Levine, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Philip Brown  
Joyce Hayes  
Don Prosser  
Harriet Simon

**Absent.**

Julian Pei, Treasurer (1)  
Chastity Mays (1)

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

**Visitors.**

None.

**Staff present.**

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

**President's report.**

1. Trustee committee assignments discussed.

**Secretary's report.**

1. Approval of June 10, 2020 minutes. Harriet Simon made a motion to approve minutes with minor corrections. Barbara Levine seconded. 7 yeas. 0 nays. 2 absent.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due July 16, 2020 to August 15, 2020. Roland Person made a motion to approve bill payment. Philip Brown seconded. 7 yeas. 0 nays. 2 absent.
2. Acceptance of the financial report for June 2020. We've received no income to speak of. We've ramped up book buying again now that the building is open. We've made COVID-related purchases this fiscal year, such as PPE, Plexiglass, and a more sanitary water fountain system. That may be offset somewhat by some things we don't need, such as food for programs. Discussed unemployment insurance and energy bills. Susan Tulis made a motion to accept the financial report. Don Prosser seconded. 7 yeas. 0 nays. 2 absent.

**Librarian's report.**

1. Building and grounds maintenance. Our Maintenance Manager Josh Fenton has been doing some touch up painting.
2. The Illinois Public Library Annual Report (IPLAR) was reviewed. Some statistics were low due to the COVID-19 closure in March and April.
3. Discussed COVID-19 sick leave & EFMLA policies. The board expressed a consensus that the policies should be interpreted to the letter of the law, but an effort should be made to offer employees the option to work from home if at all possible, given their positions, should they need to quarantine for reasons that fall beyond the paid leave provided in the law.
4. Other. Discussed forming an Emergency Response Committee or working group to make decisions about the pandemic as issues arise. Don Prosser will confer with the Director about making those appointments. The Director discussed how it's going with the library being open.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. None.

**Adjournment.**

Adjourned at 5:13pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020 (All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month): January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNIbzUrZnNWZz09>

Password: 852584. This link is also available at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> For telephone access dial: 1-312-626-6799.

Webinar ID: 854 5970 7770. Password: 852584.

## **MINUTES**

### **Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

### **Call to order.**

4:30pm

### **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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

### **Present.**

Barbara Levine, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Chastity Mays (1)  
Don Prosser  
Harriet Simon

### **Absent.**

None.

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

### **Visitors.**

None.

### **Staff present.**

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

### **President's report.**

1. Trustee committee assignments. Don Prosser announced committee assignments.

### **Secretary's report.**

1. Approval of July 15, 2020 minutes. Barbara Levine made a motion to approve the minutes with two minor corrections. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 absent. 1 abstention

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due August 16, 2020 to September 15, 2020. Bills include payment for reference databases and insurance bills, among others. Roland Person made a motion to pay bills. Philip Brown seconded. Roll called: 8 yeas. 0 nays. 1 abstention.
2. Acceptance of the financial report for July 2020. We have received some e-rate and replacement tax. With a national change shortage we've found the need to increase cash on hand. It was sometimes a struggle to make change prior to the current crisis as well. The board agreed to leave the amount of cash on hand to the Director's discretion.

**Librarian's report.**

1. Building and grounds maintenance. Maintenance Manager Josh Fenton has been painting areas around the grounds, such as the outdoor trash receptacle, exterior doors on the Brush Building, and the bike rack.
2. COVID-19 Planning. Discussed board opinions for guidance to the committee. Philip Brown would favor curbside service at stage 3. The committee will meet. The Library Director is impressed with the innovative approaches the programming staff have taken to providing virtual service. Roland Person and Harriet Simon agreed with that sentiment. Don Prosser asked that the director share the Board's impressions and appreciation with the staff.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. Three patrons have been banned for varying lengths of time for refusing to properly wear a mask. Banning has been a last resort when negotiating and reminding fail or result in a belligerent patron response. Roland Person motioned that the board agrees with and accepts the Director's actions in these 3 cases. Barbara Levine seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

**Adjournment.**

Adjourned at 5:03pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month. January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

**Wednesday, September 9, 2020, 4:30 p.m.**

Online meeting. Link and phone number provided for public attendance.

**MINUTES**

**Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

**Call to order.**

4:30pm

**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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

**Present.**

Don Prosser, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Barbara Levine  
Chastity Mays (1)  
Harriet Simon

**Absent.**

None.

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

**Visitors.**

None.

**Staff present.**

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

**President's report.**

None.

**Secretary's report.**

1. Approval of August 12, 2020 minutes. Barbara Levine made a motion to approve the minutes with one correction. Susan Tulis seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due September 16, 2020 to October 15, 2020. Barbara Levine made a motion to approve bill payment. Roland Person seconded. Roll called: 9 yeas. 0 nays. 0

abstentions.

2. Payroll tax deferral option. Discussed. There is very little guidance on how to implement this. Employees whose payroll taxes were deferred would have to re-pay those taxes in January. The library will not participate in payroll tax deferral at this time.

3. Acceptance of the financial report for August 2020. Julian Pei made a motion to accept the financial report. Don Prosser seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

### **Librarian's report.**

1. Building and grounds maintenance. Discussed a recent plumbing issue.

2. Discussion and decision on whether to close the library on election day. Board members expressed that they don't see any reason to close as long as we allow employees to vote while on the clock. Some staff want to serve as election judges. Philip Brown made a motion to keep the library open on election day, allow staff to vote without clocking out, and allow those who are serving as election judges to do so on library time without having to use vacation. Employees must supply notice of intent in advance. Chastity Mays seconded. Roll called: 8 yeas. 1 nays. 0 abstentions.

3. Per Capita Grant requirement: Discussion of Serving Our Public chapters 1-4. Trustees felt that the orientation program for new board members could be improved. They suggest including a sample board packet, discussion of Roberts Rules of Order, committees, and copies of IL statute on libraries. Discussed formal evaluations of staff. The Director uses a less formal coaching approach, frequently engaging with staff members, which is better for morale. It is something she has spoken with other Directors about. Multiple trustees agreed with her approach. Don Prosser said that's okay, but he does think, as a lawyer, that it's important to give employees fair warning if their performance is less than expected, and that warning needs to be documented. It was noted that we do comply with state and federal law and the ADA. The building is too small to do some of the recommended space separations.

4. Other: The Director now has two social work interns in place and is working on getting a new social work supervisor in place.

### **Committee reports.**

1. Discussion of Emergency Policy Committee decisions for various COVID-19 related scenarios. The scenarios are outlined in the 8/17/20 Emergency Policy Committee minutes.

2. Approval of August 17, 2020 Emergency Policy Committee minutes. Julian Pei made a motion to approve the minutes. Roland Person seconded. Role call taken. Roll called: 9 yeas. 0 nays. 0 abstentions.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

1. Patron behavior. Banned one patron.

### **Adjournment.**

Adjourned at 5:03pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month. January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

**Carbondale Public Library Board of Trustees**

**Wednesday, October 14, 2020, 4:30 p.m.**

Online meeting. Link and phone number provided for public attendance.

**MINUTES**

**Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

**Call to order.**

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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

**Present.**

Don Prosser, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Barbara Levine  
Chastity Mays (1)  
Harriet Simon

**Absent.**

None.

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

**Visitors.**

None.

**Staff present.**

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

**President's report.**

None.

**Secretary's report.**

1. Approval of September 9, 2020 minutes. Barbara Levine made a motion to approve the minutes with minor correction. Joyce Hayes seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due October 16, 2020 to November 15, 2020. Include bill not listed: add \$5,000 to Hoopla using funds donated by the Friends. Susan Tulis moved to pay the bills. Harriet

Simon seconded. 9 yeas. 0 nays. 0 abstentions. MOTION passed.

2. FY21 budget amendment decreasing grant funds and construction expenditures. Julian Pei moved to approve the budget amendment as presented. Susan Tulis seconded. 9 yeas. 0 nays. 0 abstentions. MOTION passed.

3. FY22 levy and preliminary budget adoption. Details:

General Corporate Fund Tax: 1,001,175

Social Security tax: \$34,339

Tort and Insurance Fund Tax: \$33,379

Medicare tax: \$8,031

Total property tax levies: \$1,076,824

The General Corporate Fund Tax includes the library's General Fund, Audit Fund, IMRF, Building/Maintenance Fund, and Special Reserve Fund.

This represents a \$0.00 increase in our property tax levy. This is a 0% increase. We have done salary projections through FY25 in order to make every effort to keep our levy low while meeting the minimum wage increases. We also acknowledge the financial impact of the COVID crisis on businesses and families.

Carbondale residents see a fantastic return on their investment in the library. The average reader checks out 41 books (movies & other items) per year worth \$934. Our biggest reader checks out 1,176 books/items per year worth \$26,789! We also conduct, on average, 500 programs per year, provide Internet access, and so much more!

Roland Person made a motion to accept the FY22 levy and preliminary budget. Susan Tulis seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed.

4. Acceptance of the financial report for September 2020. The board offers kudos to Gwen Hall Grosshenrich for preparing the bills from home while under quarantine. Susan Tulis made a motion to accept the report. Harriet Simon seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed.

### **Librarian's report.**

1. Building and grounds maintenance discussed.

2. Further deliberation on whether to close the library on election day and associated staff leave policy. Roland Person made a motion to remain open on election day. Harriet Simon seconded. Roll called: 5 yeas. 4 nays. 0 abstentions. MOTION passed. Policy to allow employees to have a paid day off to work at the polls in an official capacity. Roland Person made a motion to accept the policy. Susan Tulis seconded. There was lengthy discussion. Roll called: 5 yeas. 2 nays. 1 abstention. 1 absent. MOTION passed.

3. Revision of Insurance policy for personnel and consideration of whether to give part-time 20+ hour/week employees with one year of service the option to purchase dental and vision insurance. Barbara Levine made a motion to allow qualifying part-time employees the opportunity to purchase dental and vision insurance at no expense to the library. Chastity Mays seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed. Philip Brown made a motion to adopt the policy revisions. Joyce Hayes seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed.

4. Per Capita Grant requirement: Discussion of Serving Our Public chapters 5-9. Ch. 5 Building maintenance: the board feels we do a phenomenal job because we have a full time person. Ch. 6: Discussion brought to light the fact that we need a designated meeting spot and attendance takers in case of fire. Someone needs to be responsible for directing the public as well. We need a staff review of system shutoff procedures in case of earthquake. Ch. 7: We are above the 12% of budget recommendation for collections alone; other services could also be factored into that figure. The board discussed censorship. We have never had a request to ban a book that went all the way to the board. The issue has only come up 2-3 times in the past 10 years and the patron has always been satisfied and withdrawn their request after a discussion with the director. The much greater threat to freedom of speech has come up recently at the federal level with the President's executive order to ban diversity training, and at the local level in response to that order with John A. Logan College's immediate cancellation of programs like Hispanic Heritage Month until they could review all programs from their diversity

office to ensure that they are censored in accordance with the executive order. We discussed filtering. Our library filters the Internet for pornography. We've not seen anyone unable to obtain information of any kind due to the filter. The Illinois Library Association has consistently defended local control for libraries to make their own decisions about filtering. Ch. 8: We do a great deal of resource sharing with area libraries (including materials and knowledge). Ch. 9: We have a reference librarian, and there is always a librarian on staff.

**Committee reports.**

**Unfinished business.**

**New business.**

**Other.**

1. Patron behavior. There was one incident in which a patron was banned for threatening behavior and destruction of property. Susan Tulis made a motion to uphold the ban until and unless there is further action from the board. Philip Brown seconded. Roll called: 9 yeas. 0 nays. 0 abstentions. MOTION passed.

**Adjournment.**

Adjourned at 5:51 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month. January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNlbnZlbnNWZz09>

Passcode: 852584. Link is also available at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> For telephone access dial: 1-312-626-6799.

Webinar ID: 854 5970 7770. Password: 852584.

## **MINUTES**

### **Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.

### **Call to order.**

4:32pm

### **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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

### **Present.**

Don Prosser, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Chastity Mays (1)  
Barbara Levine  
Harriet Simon

### **Absent.**

Julian Pei, Treasurer (2)

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

### **Visitors.**

None.

### **Staff present.**

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

### **President's report.**

None.

### **President's report.**

### **Secretary's report.**

1. Approval of October 14, 2020 minutes. Susan Tulis moved to approve minutes with one correction. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

### **Correspondence and communications.**

None.

### **Financial report.**

1. Approval of bills payable up to and including bills due November 16, 2020 to December 15, 2020. Philip Brown moved to pay bills. Susan Tulis seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
2. Acceptance of the financial report for October 2020. Received \$525,000 in property tax income in the past two months, so we are paying bills accrued. We will make adjustment to projected grant income. The water bill is high because community members were turning on the garden hose and letting it run. We have put a lock on the faucet. An unemployment adjustment will come soon. It's a yearly adjustment. Barbara Levine moved to approve. Roland Person seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

### **Librarian's report.**

1. Building and grounds maintenance. We analyzed our HVAC system and took steps to improve filtering and air flow in order to reduce the transmission of COVID-19. We purchased multiple portable medical-grade air filtration systems to be placed in high traffic areas.
2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 10-Appendix A. Programming is one of our strong points. Partnerships with other organizations during COVID sheds a good and visible light on the library. Liz Hartman's work with using Discord with teens was featured at and ILA Conference Poster Session, and has been exemplary. Will take a second look at #12 in marketing. The board would like us to report annually on strategies to reach those who don't use the library.

### **Committee reports.**

1. Emergency Policy Committee 11/16/20 approval of minutes and meeting review. Barbara Levine moved to approve minutes. Chastity Mays seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

### **Unfinished business.**

#### **New business.**

#### **Other.**

1. Patron behavior. None.

### **Adjournment.**

5:28pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2020: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. The November meeting will take place on the third Wednesday of the month. All other Board Meetings take place on the second Wednesday of each month. January 8, February 12, March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 14, November 18, December 9, 2020.