

**Carbondale Public Library Board of Trustees**

Wednesday, September 12, 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.**

Barbara Levine, President

Joyce Hayes, Secretary

Julian Pei, Treasurer

Philip Brown

Roland Person (1)

**Absent.**

Susan Tulis, Vice President (2)

Don Prosser (1)

Harriet Simon (2)

The number following the Trustee's name indicates the number of absences this fiscal year. One seat is currently vacant.

**Staff present.**

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

**Visitors present.**

None.

**President's report.**

None.

**Secretary's report.**

1. Approval of August 8, 2018 minutes. Philip Brown moved to accept the minutes with correction of typos. Roland Person seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due September 16, 2018 to October 15, 2018. Bills include a consultant fee for e-rate, gutter cleaning, and standard bills. The premium for insurance went up about \$600 (partly due to insurance now available for volunteers). Julian Pei made a motion to pay the bills. Joyce Hayes seconded. MOTION passed unanimously.

2. Acceptance of the financial report for August 2018. Revenue includes the FY18 USAC/e-rate grant money and a Williamson County property tax payment. Philip Brown made a motion to accept the financial report. Roland Person seconded. MOTION passed unanimously.
3. FY20 levy and preliminary budget considerations. The board feels that a \$15,000 increase is a prudent goal to aim for, if that will cover expenses, as that is not likely to increase costs for the individual tax payer significantly (if at all).

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

1. Discuss and possibly revise the "Drug, Alcohol and Tobacco" policy and "Safety and Health" policy as they relate to Illinois' medical marijuana laws. Consider the options of: keeping policies as written; amending policies to specifically prohibit the use of medical marijuana (or THC specifically) in the workplace; amending the policies to specifically allow the use of medical marijuana in the workplace with procedures for determining and resolving workplace impairment. "Use" includes, but is not limited to, being under the influence, whether consumed on or off of library property.

Philip Brown made a motion to keep current policy, clarifying that use of medically prescribed substances will not be tolerated if such use causes impairment at work, and, further, being under the influence of medical marijuana (THC) at work will not be allowed as long as it is against federal law. The issue may be revisited if there is a change in federal law. Julian Pei seconded. MOTION passed unanimously.

2. Building and grounds maintenance. None.

3. Social Work internship and the possibility of placing 2 interns in the library. The board agreed by consensus that it would be all right to place 2 MSW interns in the library.

4. Per Capita Grant Requirements: Review Chapters 6 and 7 of the Trustee Fact File. The board feels that we comply well with intellectual freedom and planning recommendations.

5. Other.

### **Committee reports.**

1. The Personnel Committee as designated on 8/8/18 met on 8/10/18 and will meet immediately following this board meeting.

### **Unfinished business.**

#### **New business.**

#### **Other.**

1. Patron conduct. Julian Pei made a motion to ban patron S.W. (most recent incident on 9/1/18) until and unless there is further action from the board. Barbara Levine seconded. MOTION passed unanimously. Julian Pei motioned to ban patron M.P. (most recent incident on 9/6/18) until and unless there is further action from the board. Joyce Hayes seconded. MOTION passed unanimously.

### **Adjournment.**

Adjourned at 5:50 p.m.

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

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director

