

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.