

**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.