

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.