

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.