

**Carbondale Public Library Board of Trustees**

**Wednesday, July 8, 2020, 4:30 p.m.**

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNIbzUrZnNWZz09>

Password: 852584. This link is also available at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> For telephone access dial: 1-312-626-6799.

Webinar ID: 854 5970 7770. Password: 852584.

**MINUTES**

**Statement prior to start of the meeting.**

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded. Statement made by Don Prosser.

**Call to order.**

4:30pm

**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).

**In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.**

**Present.**

Barbara Levine, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Philip Brown  
Joyce Hayes  
Don Prosser  
Harriet Simon

**Absent.**

Julian Pei, Treasurer (1)  
Chastity Mays (1)

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.**

1. Trustee committee assignments discussed.

**Secretary's report.**

1. Approval of June 10, 2020 minutes. Harriet Simon made a motion to approve minutes with minor corrections. Barbara Levine seconded. 7 yeas. 0 nays. 2 absent.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due July 16, 2020 to August 15, 2020. Roland Person made a motion to approve bill payment. Philip Brown seconded. 7 yeas. 0 nays. 2 absent.
2. Acceptance of the financial report for June 2020. We've received no income to speak of. We've ramped up book buying again now that the building is open. We've made COVID-related purchases this fiscal year, such as PPE, Plexiglass, and a more sanitary water fountain system. That may be offset somewhat by some things we don't need, such as food for programs. Discussed unemployment insurance and energy bills. Susan Tulis made a motion to accept the financial report. Don Prosser seconded. 7 yeas. 0 nays. 2 absent.

**Librarian's report.**

1. Building and grounds maintenance. Our Maintenance Manager Josh Fenton has been doing some touch up painting.
2. The Illinois Public Library Annual Report (IPLAR) was reviewed. Some statistics were low due to the COVID-19 closure in March and April.
3. Discussed COVID-19 sick leave & EFMLA policies. The board expressed a consensus that the policies should be interpreted to the letter of the law, but an effort should be made to offer employees the option to work from home if at all possible, given their positions, should they need to quarantine for reasons that fall beyond the paid leave provided in the law.
4. Other. Discussed forming an Emergency Response Committee or working group to make decisions about the pandemic as issues arise. Don Prosser will confer with the Director about making those appointments. The Director discussed how it's going with the library being open.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. None.

**Adjournment.**

Adjourned at 5:13pm

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.