

**Carbondale Public Library Board of Trustees**

**Wednesday, August 12, 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.

**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  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Chastity Mays (1)  
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.**

1. Trustee committee assignments. Don Prosser announced committee assignments.

**Secretary's report.**

1. Approval of July 15, 2020 minutes. Barbara Levine made a motion to approve the minutes with two minor corrections. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 absent. 1 abstention

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due August 16, 2020 to September 15, 2020. Bills include payment for reference databases and insurance bills, among others. Roland Person made a motion to pay bills. Philip Brown seconded. Roll called: 8 yeas. 0 nays. 1 abstention.
2. Acceptance of the financial report for July 2020. We have received some e-rate and replacement tax. With a national change shortage we've found the need to increase cash on hand. It was sometimes a struggle to make change prior to the current crisis as well. The board agreed to leave the amount of cash on hand to the Director's discretion.

**Librarian's report.**

1. Building and grounds maintenance. Maintenance Manager Josh Fenton has been painting areas around the grounds, such as the outdoor trash receptacle, exterior doors on the Brush Building, and the bike rack.
2. COVID-19 Planning. Discussed board opinions for guidance to the committee. Philip Brown would favor curbside service at stage 3. The committee will meet. The Library Director is impressed with the innovative approaches the programming staff have taken to providing virtual service. Roland Person and Harriet Simon agreed with that sentiment. Don Prosser asked that the director share the Board's impressions and appreciation with the staff.

**Committee reports.**

None.

**Unfinished business.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. Three patrons have been banned for varying lengths of time for refusing to properly wear a mask. Banning has been a last resort when negotiating and reminding fail or result in a belligerent patron response. Roland Person motioned that the board agrees with and accepts the Director's actions in these 3 cases. Barbara Levine seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

**Adjournment.**

Adjourned at 5:03pm

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.