

**Carbondale Public Library Board of Trustees**

**Wednesday, September 9, 2020, 4:30 p.m.**

Online meeting. Link and phone number provided for public attendance.

**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.**

Don Prosser, President  
Susan Tulis, Vice President  
Roland Person, Secretary  
Julian Pei, Treasurer (1)  
Philip Brown  
Joyce Hayes  
Barbara Levine  
Chastity Mays (1)  
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 August 12, 2020 minutes. Barbara Levine made a motion to approve the minutes with one correction. Susan Tulis seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due September 16, 2020 to October 15, 2020. Barbara Levine made a motion to approve bill payment. Roland Person seconded. Roll called: 9 yeas. 0 nays. 0

abstentions.

2. Payroll tax deferral option. Discussed. There is very little guidance on how to implement this. Employees whose payroll taxes were deferred would have to re-pay those taxes in January. The library will not participate in payroll tax deferral at this time.

3. Acceptance of the financial report for August 2020. Julian Pei made a motion to accept the financial report. Don Prosser seconded. Roll called: 9 yeas. 0 nays. 0 abstentions.

### **Librarian's report.**

1. Building and grounds maintenance. Discussed a recent plumbing issue.

2. Discussion and decision on whether to close the library on election day. Board members expressed that they don't see any reason to close as long as we allow employees to vote while on the clock. Some staff want to serve as election judges. Philip Brown made a motion to keep the library open on election day, allow staff to vote without clocking out, and allow those who are serving as election judges to do so on library time without having to use vacation. Employees must supply notice of intent in advance. Chastity Mays seconded. Roll called: 8 yeas. 1 nays. 0 abstentions.

3. Per Capita Grant requirement: Discussion of Serving Our Public chapters 1-4. Trustees felt that the orientation program for new board members could be improved. They suggest including a sample board packet, discussion of Roberts Rules of Order, committees, and copies of IL statute on libraries. Discussed formal evaluations of staff. The Director uses a less formal coaching approach, frequently engaging with staff members, which is better for morale. It is something she has spoken with other Directors about. Multiple trustees agreed with her approach. Don Prosser said that's okay, but he does think, as a lawyer, that it's important to give employees fair warning if their performance is less than expected, and that warning needs to be documented. It was noted that we do comply with state and federal law and the ADA. The building is too small to do some of the recommended space separations.

4. Other: The Director now has two social work interns in place and is working on getting a new social work supervisor in place.

### **Committee reports.**

1. Discussion of Emergency Policy Committee decisions for various COVID-19 related scenarios. The scenarios are outlined in the 8/17/20 Emergency Policy Committee minutes.

2. Approval of August 17, 2020 Emergency Policy Committee minutes. Julian Pei made a motion to approve the minutes. Roland Person seconded. Role call taken. Roll called: 9 yeas. 0 nays. 0 abstentions.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

1. Patron behavior. Banned one patron.

### **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.