

Online meeting. Link for public attendance:

<https://us02web.zoom.us/j/85459707770?pwd=MEk4STB4dGlhdkdNTXNlbnZlbnZz09>

Passcode: 852584. 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.

4:32pm

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
Chastity Mays (1)
Barbara Levine
Harriet Simon

Absent.

Julian Pei, Treasurer (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.

President's report.

Secretary's report.

1. Approval of October 14, 2020 minutes. Susan Tulis moved to approve minutes with one correction. Joyce Hayes seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due November 16, 2020 to December 15, 2020. Philip Brown moved to pay bills. Susan Tulis seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.
2. Acceptance of the financial report for October 2020. Received \$525,000 in property tax income in the past two months, so we are paying bills accrued. We will make adjustment to projected grant income. The water bill is high because community members were turning on the garden hose and letting it run. We have put a lock on the faucet. An unemployment adjustment will come soon. It's a yearly adjustment. Barbara Levine moved to approve. Roland Person seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Librarian's report.

1. Building and grounds maintenance. We analyzed our HVAC system and took steps to improve filtering and air flow in order to reduce the transmission of COVID-19. We purchased multiple portable medical-grade air filtration systems to be placed in high traffic areas.
2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 10-Appendix A. Programming is one of our strong points. Partnerships with other organizations during COVID sheds a good and visible light on the library. Liz Hartman's work with using Discord with teens was featured at and ILA Conference Poster Session, and has been exemplary. Will take a second look at #12 in marketing. The board would like us to report annually on strategies to reach those who don't use the library.

Committee reports.

1. Emergency Policy Committee 11/16/20 approval of minutes and meeting review. Barbara Levine moved to approve minutes. Chastity Mays seconded. Roll called: 8 yeas. 0 nays. 0 abstentions. MOTION passed.

Unfinished business.

New business.

Other.

1. Patron behavior. None.

Adjournment.

5:28pm

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.