

Carbondale Public Library Board of Trustees
Carbondale Public Library, Meeting Room
405 W. Main St., Carbondale, IL 62901

Wednesday, September 15, 2021, 4:30 p.m.

MINUTES

Call to order.

4:31pm

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.

Don Prosser, President
Susan Tulis, Vice President (1 excused)
Philip Brown (1)
Chastity Mays
Joyce Hayes
Roland Person, Secretary (1 excused)
Harriet Simon

Absent.

Barbara Levine, Treasurer (1 excused)
Julian Pei (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.

Don Prosser excused Barbara Levine's absence from this meeting for religious observance in accordance with the board's bylaws.

Secretary's report.

1. Approval of August 11, 2021 Board Meeting minutes. Roland Person moved to approve the minutes with one minor correction. Harriet Simon seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due September 16, 2021 to October 15, 2021. Philip Brown made a motion to pay the bills. Joyce Hayes seconded. MOTION passed unanimously.
2. Acceptance of the financial report for August, 2021. Joyce Hayes moved to accept the report. Susan Tulis

seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. The Brush building's roof replacement began this week.
2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 10 (Programming) and 13 (Marketing, Promotion and Collaboration). We reviewed last year's answers to these grant questions and discussed the issues further. Programming is still one of our strengths. In discussing how to reach potential patrons who do not use the library the Director noted that because we require proof of address in addition to photo ID many people do not have that information on them. They are inconvenienced and do not necessarily return to apply for a card. The Board decided to change the procedure, creating a six-week grace period. Those with an ID, but without further proof of address can still get a card and can provide proof of address later. The Engagement policy we are drafting is related to both of these chapters as well.
3. Community Engagement, Networking, Outreach, and Programming Policy. The need for this arose in part due to our library's innovative response to the pandemic, which brought many of our programs online, often in partnership with other organizations. In researching this, the Director reached out to some Illinois libraries that do a great deal of engagement, some of which employ a Community Engagement Librarian. None of the libraries she researched had a related written policy. Philip Brown noted that YouTube and Facebook are a form of publishing, so we need to take into consideration copyright and personal release. The Director noted that the issue of public performance rights often needs to be explained to partner organizations. Don Prosser noted that with the Lawyer in the Library program we need to protect ourselves from liability. Professional advice offered as a public service is not an endorsement by the library, and the library is not responsible for actions taken in response to such information. The Director will take all of this into account while continuing to draft the policy.
4. Other. Discussed the implications of the city potentially losing home rule.

Committee reports.

None.

New business.

None.

Other.

1. Patron behavior. None requiring Board action at this time.

Unfinished business.

None.

Adjournment.

5:12 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2021. All meetings will take place on the second Wednesday of the month unless otherwise noted. Meetings are held in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency (Agenda and link posted at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/>): January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, *September 15 (*third Wednesday), October 13, November 10, December 8, 2021.