

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

Wednesday, October 13, 2021, 4:30 p.m.

## MINUTES

### Call to order.

4:30 p.m.

### 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)  
Roland Person, Secretary (1 excused)  
Barbara Levine, Treasurer (1 excused)  
Philip Brown (1)  
Joyce Hayes  
Chastity Mays  
Julian Pei (2)  
Harriet Simon

### Absent.

None.

The number following the Trustee's name indicates the number of absences this fiscal year.

### Visitors.

One student.

### Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

### President's report.

None.

### Secretary's report.

1. Approval of September 15, 2021 Board Meeting minutes. Susan Tulis moved to accept the minutes as presented. Philip Brown seconded. MOTION passed unanimously.

### Correspondence and communications.

The Illinois State Library sent an email stating that annual Per Capita Grant applications will be due on January 15, 2022.

### Financial report.

1. Approval of bills payable up to and including bills due October 16, 2021 to November 15, 2021. We are paying off the remainder of our insurance premium, most of Brush building roof replacement, fees for Illinois Heartland Library System services, and grant-funded equipment because we have received some property tax revenue. Julian Pei made a motion to pay the bills. Joyce Hayes seconded. MOTION passed unanimously.

2. FY23 levy and preliminary budget adoption. The Director presented multiple budget and levy options. The Board discussed concerns about the potential loss of Home Rule status, which could result in a long-term budget freeze, and concerns about electricity and insurance going up every year going forward due to national market factors. Our overhead is also going up due to increases in minimum wage. Fairness to Carbondale taxpayers is, as always, a vital piece of our decision-making process. In dollar terms, the Board noted that none of the options presented represent a large increase. Philip Brown made a motion to approve option B (a levy of \$1,119,089; total budget of \$1,260,621; a levy increase of \$42,281; rate increase of 3.925%). Roland Person seconded. MOTION passed unanimously. It was noted that the library did not raise its levy in FY22, nor in FY18. Including this levy, the library's average rate increase over six years (FY18 - FY23) will be 1.368%.

3. Acceptance of the financial report for September, 2021. We have collected 37% of our property taxes so far. Susan Tulis moved to approve the financial report. Chastity Mays seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance. The Brush building roof replacement has been substantially completed. Some finishing work and inspection remains. The library incurred no unexpected expenses.
2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 4 (Access), 5 (Building Infrastructure and Maintenance) and 8 (System Membership Responsibilities and Resource Sharing). The Board reviewed the chapters as well as our responses on last year's grant application. In terms of access we have made improvements to signage. Regarding building infrastructure and maintenance we have installed several portable air filtration systems. Regarding system membership responsibilities and resource sharing our library staff and board are active on several library committees: Library Trustee Chastity Mays serves on the Illinois Heartland Library System Board; our Director has completed her second term on the Illinois Library Association (ILA) board and now serves on the ILA Nominating Committee; Elizabeth Hartman is serving on the ILA Conference Planning Committee; Jennifer Robertson serves on the ILA Reporter committee. Our library co-sponsors the annual ILA Legislative Luncheon.
3. Community Engagement, Networking, Outreach, and Programming Policy. Roland Person made a motion to approve the policy as presented with some minor grammatical corrections. Harriet Simon seconded. MOTION passed unanimously. Philip Brown noted that a checklist to hand to presenters about how not to violate copyright would be handy.
4. Other. None.

### **Committee reports.**

None.

### **New business.**

None.

### **Other.**

1. Patron behavior. A patron was banned for verbally abusing staff and repeatedly violating the mask mandate. Philip Brown made a motion to ban the patron until there is no longer a mask mandate. Julian Pei seconded. MOTION passed unanimously.

### **Unfinished business.**

None.

### **Adjournment.**

Adjourned at 5:37 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.