

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

Wednesday, December 8, 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 (2 excused)  
Roland Person, Secretary (1 excused)  
Barbara Levine, Treasurer (1 excused)  
Philip Brown (1)  
Joyce Hayes (1 excused)  
Chastity Mays (1 excused)  
Julian Pei (2; plus 1 excused)  
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 November 10, 2021 Board Meeting minutes. Roland Person made a motion to approve the minutes as presented. Susan Tulis seconded. MOTION passed unanimously.

### Correspondence and communications.

The library received notice of an anonymous donation of \$42,000.00. The Board expressed gratitude, and the Director has sent a thank you letter. Funds will go into the special donation fund.

### Financial report.

1. Approval of bills payable up to and including bills due December 16, 2021 to January 15, 2022. Paying off the roof. Taylor roofing did a nice job. Philip Brown moved. Barbara Levine seconded.  
2. Acceptance of the financial report for November, 2021. Julian Pei moved. Chastity Mays seconded.

### Librarian's report.

1. Building and grounds maintenance. The Brush roof replacement is finished.

2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 1 and 2. All read. The Board discussed the fact that the Personnel Committee needs to do their annual evaluation of the Director. In terms of Board education, the state's Open Meetings Act training module is still inoperable. Attending our own library programs is a great learning opportunity. One board member, Chastity Mays, attended the Illinois Library Association conference. As the Director comes across appropriate training opportunities she will forward those opportunities to the Board. Zoom makes continuing education much more accessible now.
3. Review and acceptance of dates closed for 2022. Susan Tulis moved to approve the dates closed. Roland Person seconded. MOTION passed unanimously.
4. Review and acceptance of board meeting dates for 2022. Roland Person moved to approve the dates. Susan Tulis seconded. MOTION passed unanimously.
5. Extend COVID leave policy through 2022. Susan Tulis moved to extend the policy. Barbara Levine seconded. MOTION passed unanimously.
6. Review and amend Holiday policy for personnel. Tabled.

**Committee reports.**

None.

**New business.**

None.

**Other.**

1. Patron behavior. None.

**Unfinished business.**

Discussed Community Mediation training, homelessness, social work, and the Carbondale Warming Center.

**Adjournment.**

Adjourned at 5:15 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2022. All meetings will take place on the second Wednesday of the month at 4:30 p.m.. Meetings are held in the Public Library meeting room 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 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14, 2022.