

**Carbondale Public Library Board of Trustees**  
Online meeting. Link for public attendance.

**Wednesday, February 9, 2022, 4:30 p.m.**

**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.**

4:33 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 (1)

**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.**

The President took part in the Personnel Committee meeting to be discussed in this meeting.

**Secretary's report.**

1. Approval of January 12, 2022 Board Meeting minutes. Barbara Levine moved to approve the minutes with minor corrections. Susan Tulis seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due February 16, 2022 to March 15, 2022. Barbara Levine made a motion to approve payment of the bills. Joyce Hayes seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.  
2. Acceptance of the financial report for January, 2022. We have received all but about \$11,000 in projected tax revenue. Julian Pei moved to approve the report. Roland Person seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.  
3. Approval of the final FY23 budget. Don Prosser noted that we are a component unit of the city, and the city

does us the service of having our audit conducted alongside their own. Philip Brown moved to approve the budget. Barbara Levine seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.

**Librarian's report.**

1. Building and grounds maintenance. We had an issue with an HVAC pipe that leaked. We had to close briefly to clean up the water and replace the pipe, but we got the issue resolved for under \$1,000 without any permanent damage.
2. Consideration and possible adoption of common loan periods. Philip Brown made a motion to adopt the common loan periods. Harriet Simon seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.

**Committee reports.**

1. Approval of February 1, 2022 Personnel Committee open and closed session minutes. The committee was in 100% agreement that we are fortunate to have Diana as our Director. The Committee Chair asked whether the entire Board would like to participate in the evaluation in the future, or leave it to the Personnel Committee. The consensus was that in most cases the committee could complete this task independently.
2. The Committee is requested to pass a motion to hold a closed meeting to discuss performance of a specific employee (5 ILCS 120/2(c)(1)). At the conclusion of the closed meeting, the Board is requested to pass a motion to return to open session. In the event that any other action is to be taken as a result of the discussions held in the closed meeting, final action will be taken only in open session and will be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted. Don Prosser moved to go into executive session. Barbara Levine seconded. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions.
3. Return to open session for summary of closed session discussion and any final action. Roll call was taken to return to open session. All were present as listed above. It was explained that the Board discussed matters of personnel and a performance review for a specific employee in closed session. Don Prosser made a motion to raise the Director's salary to \$71,500, effective immediately. Barbara Levine seconded. This represents approximately a 5% merit raise. When the staff receive a 2% cost of living raise in May the Director is to calculate her 2% salary increase based on the newly raised salary. MOTION passed by roll call: 9 yeas. 0 nays. 0 abstentions. The Director will amend the FY23 narrative budget to reflect this change.

**New business.**

None.

**Other.**

1. Patron behavior. The Board discussed the behavior of two individuals. One individual was tearing barcodes off of books and stealing them. They had been caught doing the same thing years ago. When the staff confronted this person they did not deny doing this. They even returned some defaced items. However, they still continued this behavior. Another patron had been banned for short periods of time several times in an attempt to modify their behaviors, which include creating a mess with food and drink, ruining a keyboard by spilling a drink across it, pouring an entire two-liter bottle of soda on the floor, making loud noises, cursing at the staff, and failing to wear a mask in the library. The Board determined by consensus that both patrons would be banned for at least a year and it will require further action from the board for either to return any time after a one-year period.

**Unfinished business.**

None.

**Adjournment.**

5:40 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.