

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.

4:30 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)

Absent.

Harriet Simon (1)

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 December 8, 2021 Board Meeting minutes. Barbara Levine made a motion to approve the minutes with minor corrections. Roland Person seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due January 16, 2022 to February 15, 2022. Julian Pei moved to pay the bills. Joyce Hayes seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.
2. Acceptance of the financial report for December, 2021. Barbara Levine moved to accept the report. Roland

Person seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.

Librarian's report.

1. Building and grounds maintenance. HVAC repairs have been completed for the Director's office and break room. There was also a burst pipe repaired in cooling tower.
2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 3 and 6. The Board discussed the chapters and is satisfied with our library's adherence to the recommendations.
3. Review and acceptance of investment policy. The Board asked whether we might be able to get a better interest rate by investing our special donations fund in a CD with First Southern. Illinois Funds is invested in bonds, which are not producing nearly any interest income. The Director and Finance Manager will look into our options. Susan Tulis made a motion to keep investment policy as written. Roland Person seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.
4. Approval of Chief Financial Officers. It was decided by consensus that the officers will remain as listed in the policy.
5. Review of executive session minutes. Roland Person moved to keep all executive session minutes closed. Chastity Mays seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.
6. Review and amend holiday policy for personnel. Philip Brown moved to approve the revised policy. Roland Person seconded. MOTION passed by roll call: 8 yeas. 0 nays. 0 abstentions.
7. Other. None.

Committee reports.

Personnel Committee scheduled for January 25th 4:00 p.m. The meeting will be online.

New business.

None.

Other.

1. Patron behavior. None.

Unfinished business.

None.

Adjournment.

Adjourned at 5:00 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.