

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

Wednesday, December 14, 2022, 4:30 p.m.

## MINUTES

### Call to order.

Called to order at 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 (1)  
Chastity Mays, Vice President (online)  
Roland Person, Secretary  
Barbara Levine, Treasurer  
Philip Brown (1 excused)  
Joyce Hayes (online)  
Julian Pei  
Harriet Simon

### Absent.

Susan Tulis (1 absence; 1 excused)

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

### Staff present.

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

### Visitors.

None.

### President's report.

None.

### Secretary's report.

1. Approval of November 9, 2022 Board Meeting minutes. Harriet Simon moved to approve the minutes with minor corrections. Roland Person seconded. MOTION passed unanimously.

### Correspondence and communications.

None.

### Financial report.

1. Approval of bills payable up to and including bills due December 16, 2022 to January 15, 2023. Roland Person moved to pay the bills. Barbara Levine seconded. MOTION passed unanimously.  
2. Review and acceptance of Finance Committee's recommendations for FY24 pay rates for personnel. Barbara Levine moved to accept the committee's recommendation. Roland Person seconded. Having examined comparable pay rates at the City of Carbondale and other libraries, the committee recommended a 6% pay increase for FY24 in light of this year's 8% increase in inflation, along with an additional \$1 per hour increase

for the lowest paid employees to keep them above increases in minimum wage. The board expressed that they were impressed with the work the Director did to collect and compile information for the committee's consideration.

3. Acceptance of the financial report for November, 2022. We received an anonymous check for \$25,000. Don Prosser made a motion to move this donation to Special Donations. Julian Pei seconded. MOTION passed unanimously. Roland Person moved to approve the November financial report. Harriet Simon seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance. None.

2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 6 and 12. The Board discussed all chapters and the library meets all requirements.

3. Internet Policy Review. Tabled.

4. Review and acceptance of dates closed for 2023. Roland Person moved to accept the dates closed for 2023. Barbara Levine seconded. MOTION passed unanimously.

5. Review and acceptance of board meeting dates for 2023. Roland Person moved to approve the board meeting dates for 2023. Julian Pei seconded. MOTION passed unanimously.

6. Extend COVID leave policy through 2023. Philip Brown moved to extend the COVID leave policy through 2023, Roland Person seconded. MOTION passed unanimously.

7. Other. The Social Work Coordinator is out on medical leave.

### **Committee reports.**

1. Acceptance of 12/6/22 Finance Committee Meeting minutes. Harriet Simon moved to approve the minutes. Barbara Levine seconded. MOTION passed unanimously.

### **New business.**

None.

### **Other.**

1. Patron behavior. None.

### **Unfinished business.**

None.

### **Adjournment.**

Adjourned at 5:13pm

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2023. 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 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13, 2023.