

Carbondale Public Library Board of Trustees

In-person meeting. Library meeting room.

405 W. Main Street

Carbondale, IL 62901

Wednesday, May 10, 2023, 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

Chastity Mays, Vice President

Roland Person, Secretary

Barbara Levine, Treasurer

Philip Brown

Joyce Hayes

Julian Pei

Harriet Simon

Susan Tulis

Absent.

None.

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

Staff present.

Diana Brawley Sussman, Director; Jennifer Robertson, Adult Program Librarian; Lori Torbeck, Reference Librarian

Visitors.

None.

President's report.

1. Acceptance of the Library Director's formal resignation. Julian Pei moved to accept. Joyce Hayes seconded. MOTION passed unanimously. The Board thanked the Director "for 13 wonderful years of service."
2. Greenfield trust: The second check came, completing the \$60,000 donation available to the library thus far (until all of Sylvia Greenfield's estate has been liquefied). The estate's Trustee did not respond to Don Prosser's questions regarding an accounting of the estate.

Secretary's report.

1. Approval of April 12, 2023 Board Meeting minutes. Harriet Simon moved to accept the minutes. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

Financial report.

1. Approval of bills payable up to and including bills due May 16, 2023 to June 15, 2023. Julian Pei moved to pay the bills. Barbara Levine seconded. MOTION passed unanimously.
2. Acceptance of the financial report for April, 2023. Philip Brown moved to approve the report. Chastity Mays seconded. Motion tabled until the next meeting.

Librarian's report.

1. Presentation from Adult and Reference librarians. Jennifer Robertson and Lori Torbeck presented the public services they administer, from Adult programs to Reference databases and collection development.
2. Building and grounds maintenance. The Director discussed HVAC and plumbing repairs.
3. Vote on method for collecting non-resident fees. Barbara Levine moved to continue with the tax bill formula. Susan Tulis seconded. MOTION passed unanimously.
4. Renew Intergovernmental agreement with District 95. Roland Person moved to renew the agreement for a three-year period. Barbara Levine seconded. MOTION passed unanimously. President Don Prosser signed the agreement.

Note: The following committee reports and new business discussion regarding the hiring process for a new Library Director were held in open session; however, there were no visitors or staff present other than the Library Director.

Committee reports.

1. Approval of April 22, 2023 Personnel Committee meeting minutes. Don Prosser pointed out that all candidates should be asked the same set of questions by Roland Person, the Personnel Committee Chair, for fairness and consistency. Julian Pei made a motion to approve the minutes. Chastity Mays seconded. MOTION passed unanimously.
2. Approval of April 27, 2023 Finance Committee meeting minutes. Susan Tulis moved to approve the minutes. Roland Person seconded.
3. Julian Pei made a motion to ratify the payments of bills approved by the Finance Committee. Barbara Levine seconded. MOTION passed unanimously.

New business.

1. Review applicants for the Library Director position and determine which candidates to interview. There were three applicants, all of whom met the listed qualifications. The Board will interview each of them.
2. The Board discussed the interview questions and process.
3. The Board determined potential interview dates and times.
4. Discuss any additional recommendations of the Personnel Committee. Don Prosser will schedule the interviews with the selected candidates.

Other.

1. Patron behavior. None.

Unfinished business.

None.

Adjournment.

5:48 p.m.

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. 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.