

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

**Wednesday, March 8, 2023, 4:30 p.m.**

## **MINUTES**

### **Call to order.**

### **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 (1)  
Roland Person, Secretary  
Barbara Levine, Treasurer  
Philip Brown (1 excused)  
Joyce Hayes (1)  
Julian Pei  
Harriet Simon  
Susan Tulis (2 absence; 1 excused)

### **Absent.**

None.

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

### **Staff present.**

Diana Brawley Sussman, Director; Francine Wien-Frankowski, Children's Librarian; Elizabeth Hartman, Teen Librarian

### **Visitors.**

Pam Matthews, member of the Friends of Carbondale Public Library

### **President's report.**

None.

### **Secretary's report.**

1. Approval of February 8, 2023 Board Meeting minutes. Roland Person moved to approve the minutes with minor corrections. Susan Tulis seconded. MOTION passed unanimously.

### **Correspondence and communications.**

None.

### **Financial report.**

1. Approval of bills payable up to and including bills due March 16, 2023 to April 15, 2023. Philip Brown moved to pay the bills. Harriet Simon seconded. MOTION passed unanimously.  
2. Acceptance of the financial report for February, 2023. Barbara Levine moved to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

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

1. Presentation from Children's and Teen librarians, Francine Wien-Frankowski and Elizabeth Hartman. Francine noted that parents are coming in at least once a week to get their child a card because of the agreement with District 95 and because we eliminated fines on juvenile materials. When asked what the Board could do to support her she suggested splitting the position between collections and programs. She said that this is the most supportive place she has ever worked. There seemed to be an uptick in homeschooling during COVID. There are about 10 families who come to the homeschool group. She discussed her programs and collections. Elizabeth Hartman noted that she loves working as a team with Francine. She showed images and video of programs and talked about community collaboration. She showed videos of equipment acquired through the PNG grant, such as the glow forge and the 3D printer. The Board asked about bus transportation from the schools, which has not been coordinated. The staff will look into it.
2. Building and grounds maintenance. None to report.
3. Review policy on Lending of Examination Material (consider eliminating \$10 deposit). See "new business."
4. Other. Susan Tulis volunteered to serve the remainder of Chastity Mays' term on the IHLS Board. We received information concerning a donation from the estate of Sylvia Greenfield, though the estate's Trustee has not yet reached out to the library. Don Prosser will send a letter to the Trustee of Sylvia Greenfield's estate. The Director reported that the Carbondale Warming Center's Coldest Night of the Year fundraiser was a success. Most organizations earn an average of \$27,000 in donations in their first year. Thus far our tally is \$29,000. The library's team came in second place in terms of fundraising. Thank you to everyone who donated!

### **Committee reports.**

1. Approval of Five Year Planning Committee 2/28/23 minutes. Philip Brown reported on the committee's work. Step one will be to draft a survey. Expanding library facilities will be the number one priority. We need to minimize discussion of operations in the plan, focusing instead on vision and service to the public. Harriet Simon motioned to approve the minutes. Julian Pei seconded. MOTION passed unanimously.

### **New business.**

Julian Pei moved to remove the \$10 fee on examination materials. Chastity Mays seconded. MOTION passed unanimously.

### **Other.**

1. Patron behavior.

### **Unfinished business.**

### **Adjournment.**

5:22 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.