

Carbondale Public Library Board of Trustees
In-person meeting. Library meeting room.
405 W. Main Street
Carbondale, IL 62901

Wednesday, August 9, 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
Barbara Levine, Treasurer
Philip Brown
Joyce Hayes
Julian Pei
Roland Person

Absent.

Frances Anterola (1)
Susan Tulis, Secretary (1)

Staff.

Jennifer Robertson, Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

1. Administer Oath of Office to Trustee Frances Anterola. Postponed due to France Anterola's absence.
2. Committee appointments. The Board President assigned members to committees.

Secretary's report.

1. Approval of July 12, 2023, Board meeting minutes. Roland Person moved to accept the minutes with a minor correction. Philip Brown seconded. MOTION was approved unanimously.

Correspondence and communications.

1. Board President Don Prosser shared the letter he had written to Mr. Riley Barker asking about the status of the Sylvia Greenfield estate settlement. He expressed appreciation for the previous donation on behalf of the library.
2. Don Prosser shared the response from Riley Barker regarding the remaining assets in the Greenfield

Trust. The amount of the final trust is unknown, but more information will be available after the sale of the property in Northbrook, Illinois, and the liquidation of additional assets. Don Prosser noted that communication from Mr. Barker has been informal up to this point and hopes to see additional communication in the future.

3. The director emailed the city manager about resurfacing Monroe St. The city manager stated that Monroe St. may be added to the program to be repaved next year. Don Prosser thanked Philip Brown for bringing this to the city's attention.

Financial report.

1. Approval of bills payable up to and including bills due July 16, 2023, to August 15, 2023. The Finance Manager requested approval to pay the total Illinois Heartland Library System (IHLS) yearly fee of \$16,022.33. The Board asked the finance manager to provide the current percentage of the budget at the top of the budget. The Board requested interest rates from Illinois Funds, as well as possible ideas for investment of library funds. The director and finance manager will provide recommendations at a future board meeting. Philip Brown moved to approve. Roland Person seconded. MOTION was approved unanimously.
2. Acceptance of the financial report for June 2023. Julien Pei moved to approve. Barbara Levine seconded. MOTION was approved unanimously.

Librarian's report.

1. Building and grounds maintenance. The director reported that the DVD case was moved from the downstairs main area to the upstairs teen area. She noted that teens do not generally use that area, and staff could not monitor the area due to visibility. This move creates additional open seating downstairs and a larger space for programs.
2. Revised date for September 2023 Board meeting scheduled for Sept. 13. The director requested a revised date for the September 2023 Board Meeting due to a conflict. She suggested Wednesday, September 20, at 4:30 p.m. Philip Brown moved to approve. Joyce Hayes seconded. MOTION was approved unanimously.
3. Director's University (DU). Director Jennifer Robertson attended DU from July 31-August 3 in Springfield. The State of Illinois is working on library cards for all, including non-residents, for electronic resources. This will be a permanent resource and will potentially allow the library to purchase fewer electronic resources. Speakers at DU from HR Source recommend policies, including a social media policy. A law is going in place in January requiring a paid time off policy for part-time staff. The director will be presenting policy drafts to the Board this fall. Director Robertson said DU was a great way to network and meet library directors.
4. Personnel. Sarah Inboden was hired for the Youth Services Assistant position. Quinn Vana was hired from within for the Teen and Youth Program Coordinator position. Reference Librarian Lori Torbeck is doing cataloging training, and two part-time staff are adding hours of barcoding to their existing schedules. The director is beginning the search for a part-time circulation staff member. The library's maintenance manager spoke about the additional cleaning/trash in the past year, so the director is looking into the feasibility of a part-time custodial assistant.
5. Staff Day. Claire Hughes, Outreach Coordinator at Community Health & Emergency Services Inc. (CHESI), presented a training on trauma-informed services. The staff watched and discussed virtual training on conflict resolution and providing support during difficult situations. In addition, the staff discussed things the library is doing well and things that can be improved. Library staff requested more training overall. Regarding training, Julien Pei requested CPR or Defibrillator training for staff. It was discussed and noted that a defibrillator would be a good idea at the library.

6. Staff Reports. The director noted that Social Work Coordinator Jack Trexler assisted 59 people in July (most prevalent were utility assistance, rent assistance, IDs, job applications, and housing). Summer Reading was a success. 170 people participated, from adults to babies, and they read over 200,000 minutes overall. 11-year-olds had the greatest number of participants in all age groups.

Committee reports.

None.

New business.

None.

Other.

1. Patron behavior. Discussed patron who was given a 30-day ban from the building on July 24 due to the theft of a walker from within the library. The patron has health issues, and the library's social worker has been trying to help place her in a facility due to issues with mobility and incontinence. The patron refused placement in the nursing home facility that the social worker arranged. Chastity Mays recommended calling SIU Family Medicine to speak with a Community Health Worker about helping her. The director will provide this information to the social worker.

Unfinished business.

None.

Adjournment.

5:17 p.m.

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/upcoming-board-meeting-agenda/>

Dates: January 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 20 (amended from September 13), October 11, November 8, December 13.