

Carbondale Public Library Board of Trustees  
405 W. Main Street, Carbondale, IL 62901  
Library Meeting Room  
Wednesday, September 20, 2023, 4:30 p.m.

**MINUTES**

**Call to order.**

4:32pm

**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  
Barbara Levine, Treasurer  
Susan Tulis, Secretary (1)  
Frances Anterola (1)  
Philip Brown  
Joyce Hayes  
Julian Pei  
Roland Person

**Absent.**

Chastity Mays (1)

**Staff.**

Jennifer Robertson, Director & Gwen Hall-Grosshenrich, Finance Manager

**President's report.**

1. Don Prosser administered the Oath of Office to Trustee Frances Anterola. The rest of the board members will take the oath at the next meeting so the library has them on file.

**Secretary's report.**

1. Approval of August 9, 2023 Board Meeting minutes.  
Susan Tulis motioned to approve the minutes. Roland Person seconded. The motion was approved unanimously. Later in the meeting, Barbara Levine asked to remove patron names from minutes when banned, which applies to the August 9, 2023 minutes. Barbara Levine motioned to remove names. Julien Pei seconded. The motion passed unanimously to approve the amended minutes.

**Correspondence and communications.**

1. Williamson County Tax Computation Sheet. Barbara Levine asked for the number of Williamson County patrons. The director will provide this information at the next meeting if available.

**Financial report.**

1. Approval of bills payable up to and including bills due September 16, 2023, to October 15, 2023.  
Joyce Hayes motioned to approve. Philip Brown seconded. The motion passed unanimously.
2. Acceptance of the financial report for August 2023.  
The board asked about the refuse bill, as the library is at 100% of the FY24 budget in that category. The finance manager and director will find out more and report back. Barbara Levine motioned to approve the report. Philip Brown seconded. The motion passed unanimously.

**Librarian's report.**

1. Building and grounds maintenance.  
An additional staff desk was placed upstairs for the teen and youth program coordinator. The computers upstairs are being shifted into the two locations near the ramps, providing additional seating overlooking the library. The director is considering purchasing additional tables for the downstairs and upstairs for consistency and ease of use.
2. Personnel.  
The director hired a part-time circulation clerk and is accepting applications for a part-time custodial assistant. The teen and youth program coordinator and outreach and programming librarian have transitioned fully into their respective positions.
3. Per Capita Grant requirement.  
Discuss Chapters 1-3 of Serving Our Public: Standards for Illinois Public Libraries.  
The library has not yet adopted the ALA Code of Ethics, which will be discussed at a future meeting. The director will contact the Five Year Planning Committee to update the strategic plan in the coming months. The director will schedule a materials policy review for next year to meet the requirements. There will be additional opportunities for trustee training in the coming year. The director will work with board members to create a trustee orientation program. The director will contact the Personnel Committee to begin reviewing the Personnel Handbook in the coming months. The Board will review Chapters 4-6 of Serving Our Public at the October meeting.
4. Other.
  - a. Board packets are currently mailed each month, but there have been issues with arrival times. One option is to switch to emailing the board packets with copies available at the library for pickup. The board members reported their preferences.
  - b. The finance manager and director scheduled a meeting in late September to discuss investment or savings options for library funds. They will present this information at the October or November meeting.
  - c. The director has begun working on the FY25 budget and levy, which will be presented at the October meeting.

**Committee reports.**

The director will set meetings with the personnel committee and five-year planning committee in the next few months.

**New business.**

**Other.**

1. Patron behavior.
  - a. The director asked that a patron be banned for disobeying the patron conduct policy and abusive language toward library staff. Don Prosser suggested a six-month ban. Julien Pei motioned to approve. Barbara Levine seconded the motion. The motion passed unanimously.

**Unfinished business.**

Philip Brown asked for an update on the defibrillator training and equipment, including the cost. The director will research and report back at the next meeting.

**Adjournment.**

5:14pm

**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.