

Carbondale Public Library Board of Trustees  
405 W. Main Street, Carbondale, IL 62901, Library Meeting Room  
Wednesday, November 8, 2023, 4:30 p.m.

**MINUTES**

**Call to order.**

The meeting was called to order at 4:31 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**

Chastity Mays, Vice President  
Susan Tulis, Secretary  
Frances Anterola  
Philip Brown  
Barbara Levine  
Roland Person

**Absent**

Don Prosser, President  
Joyce Hayes  
Julian Pei

**Staff present.**

Jennifer Robertson, Director; Gwen Hall Grosshenrich, Finance Manager

**President's report.**

None.

**Secretary's report.**

1. Approval of October 11, 2023 Board Meeting minutes. Barbara Levine motioned to approve the minutes with minor corrections. Philip Brown seconded the motion. The motion passed with unanimous approval.

**Correspondence and communications.**

1. Don Prosser wrote a letter to Mr. Riley Barker requesting information on the status of the Sylvia Greenfield Living Trust.
2. Greenridge Landscaping will not continue maintenance services for the library property after the season ends. They are referring customers to CLC Landscaping.
3. The Joint Review Board for the City of Carbondale's Tax Increment Finance (TIF) districts will meet in November. Ms. Robertson will attend.

**Financial report.**

1. Approval of bills payable up to and including bills due November 16, 2023, to December 15, 2023. Roland Person motioned to approve. Barbara Levine seconded the motion. The motion passed with unanimous approval.
2. Acceptance of the financial report for October 2023. Philip Brown motioned to approve the report. Roland Person seconded. The motion passed with unanimous approval.

**Librarian's report.**

1. Building and grounds maintenance.
  - a. Security cameras. Ms. Robertson obtained proposals from Security Alarm and Thomas Security Industries to update the security camera system in the building. Ms. Robertson recommended choosing Thomas Security Industries due to the ease of integration with the existing security cameras outside of the building belonging to the City of Carbondale, as well as the high quality of the system. Philip Brown motioned to approve with the caveat that the director look for ways to reduce the cost if possible. Susan Tulis seconded the motion. The motion passed with unanimous approval.
  - b. Ms. Robertson asked the board to consider the removal of the fence bordering the east side of the property to create increased visibility and safety within the Japanese garden, courtyard, and east parking lot. The board recommended contacting the police department for a safety evaluation of the property. The board will begin the December meeting by walking around the property.
2. Financial plan. Ms. Robertson proposed placing funds into a certificate of deposit account with a laddered approach to lock in the current interest rates. The board recommended referring the matter to the Financial Committee for further review. Ms. Robertson will set up a meeting, and Ms. Grosshenrich will prepare a statement of cash flows.
3. Per Capita Grant requirement.
  - a. Discuss Chapters 7-9 of Serving Our Public: Standards for Illinois Public Libraries. Ms. Robertson mentioned the popularity of Hoopla and the uptick in electronic resources in the past year, which may require limiting electronic materials or a budget adjustment. The board discussed updating the reference policies and services due to library changes.
4. Other.

**Committee reports.**

None.

**New business.**

1. Revised vacation policy. Ms. Robertson will schedule a meeting with the Personnel Committee to review the proposed policy. Philip Brown moved to table the discussion until the next meeting. Roland Person seconded the motion. The motion to table passed with unanimous approval.
2. Scheduled closing days for 2024. Roland Person moved to approve the scheduled closing days for 2024. Chastity Mays seconded the motion. The motion passed with unanimous approval.

**Other.**

1. Patron behavior.

None.

**Unfinished business.**

None.

**Adjournment.**

The meeting was adjourned at 5:36 p.m.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Jennifer Robertson, 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 [carbondalepubliclibrary.org/upcoming-board-meeting-agenda/](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.