

MINUTES

Call to order.

4:40 p.m.

Present.

Don Prosser, President; Barbara Levine, Treasurer; Susan Tulis, Secretary; Frances Anterola; Philip Brown; Joyce Hayes (attended via Zoom); Julian Pei; Roland Person

Absent.

Chastity Mays, Vice President

Staff Present.

Jennifer Robertson, Director; Gwen Hall Grosshenrich, Finance Manager

Audience and visitors present.

None.

President's report.

Don Prosser shared a letter from Mr. Riley Barker with assets reported from Sylvia Greenfield's estate. The letter was not clear about the total that will be donated to the library. The library could receive an additional \$120,000, but that amount is an estimate from the information available at this time. The date of distribution is unknown.

Secretary's report.

Approval of November 8, 2023 Board Meeting minutes. Roland Person motioned to approve the minutes. Frances Anterola seconded the motion. The motion passed with unanimous approval.

Correspondence and communications.

Ms. Robertson and Ms. Grosshenrich shared a letter from the Patterson Financial Strategies Group with an anonymous \$50,000 donation to the library.

Financial report.

1. Approval of bills payable up to and including bills due December 16, 2023, to January 15, 2024. Susan Tulis motioned to approve the bills. Philip Brown seconded the motion. The motion passed with unanimous approval.
2. Acceptance of the financial report for November 2023. Roland Person asked about the magazine budget category, which is currently over budget. Ms. Robertson will investigate the magazine category and report back at the next meeting. Julian Pei motioned to accept the report. Susan Tulis seconded the motion. The motion passed with unanimous approval.

Librarian's report.

1. Building and grounds maintenance.
 - a. Before the meeting, the board walked the property to examine the east fence and the north side of the Brush building.

- b. Ms. Robertson submitted a grant application to the Southern Illinois Community Foundation for a bookshelf mural project on the north side of the Brush Building. The application proposed setting up a committee of Board members and community members to select a diverse selection of books reflecting the diversity within the community of Carbondale. If the grant is approved, Ms. Robertson would like to move forward with this project and include the Building and Grounds Committee in the planning process.
 - c. Report from Carbondale Police Department on grounds security.
Ms. Robertson undertook a Security Survey with Carbondale Police Department Community Engagement Officer Randy Mathis. Officer Mathis, Reference Librarian Lori Torbeck, and I walked the property to look at security issues and talk about removing the fence on the east side of the property. Officer Mathis submitted a report of his findings to help the library determine the safety issues and recommended looking at lighting, security cameras, and landscaping if the fence is removed.
 - d. Fence removal.
Ms. Robertson suggests removing the fence to increase visibility in the library grounds's Japanese Garden and park area. Ms. Robertson reported that the fence was built in 2013 and cost approximately \$13,000. The Friends of the Library paid for a portion of the fence, but the Friends support the board's decision on fence removal. The Evergreen Garden Club thinks fence removal would help create more visibility but wants to replace the current fence with a different style. The board raised concerns about the unintended consequences of fence removal and about using the fence for sustainable purposes if it were to be removed. The board is undecided about removing the fence but will revisit the issue at the next meeting.
 - e. Security camera update.
Ms. Robertson reported that Thomas Securities is almost done installing the security cameras. The cameras look great so far and provide a much higher level of security within the building and on the library grounds.
2. Per Capita Grant requirement.
- a. The board discussed Chapters 10-13 of Serving Our Public: Standards for Illinois Public Libraries to meet the Per Capita Grant requirements. The board requested stats for online checkouts and online books. In addition, it was suggested that a policy review schedule be created and shared with the board.
3. Other.
- a. The levy was approved at the City Council meeting on December 12. The narrative and budget documents should be submitted to the City after the February meeting. Ms. Robertson will prepare materials to review at the January and February meetings.
 - b. Ms. Robertson traveled to Springfield on November 29 to meet the AED grant program donor and receive the machine from Prairie Heart. The AED machine is installed outside the meeting room, and Prairie Heart will schedule staff training soon. They also provided a case with an alarm for the machine.
 - c. The library received the Human Rights Defender Award from the UN Association of Southern Illinois.

Committee reports.

- 1. Approval of December 7, meeting minutes. Susan Tulis motioned to approve the minutes. Don Prosser seconded the motion. The motion passed with unanimous approval.

New business.

1. Review and approve the board meeting schedule for 2024. Susan Tulis motioned to approve the schedule with minor date changes. Julian Pei seconded the motion. The motion passed with unanimous approval.
2. Review of executive session minutes. Susan Tulis motioned to leave the executive session minutes as is. Barbara Levine seconded the motion. The motion passed with unanimous approval.
3. Mural on the Brush Building. Philip Brown motioned to approve moving forward with the planning process if the grant is approved. Susan Tulis seconded the motion. The motion passed with unanimous approval.

Other. None

Unfinished business.

Approval of revised vacation/leave policy. Don Prosser motioned to approve the policy. Julian Pei seconded the motion. The motion passed with unanimous approval.

Adjournment.

5:51pm

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Jennifer Robertson, Library Director

Board Meetings for 2024. Board Meetings are held on the second Wednesday of each month at 4:30 p.m. in the Carbondale Public Library meeting room unless noted. Agendas for regular Board Meetings are posted on the Library website no later than forty-eight (48) hours before the meeting date at links.carbondalepubliclibrary.org/agenda

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