

MINUTES

Call to order.

Mr. Prosser called the meeting to order at 4:30 p.m.

Present: Don Prosser, President; Chastity Mays, Vice President; Barbara Levine, Treasurer; Frances Anterola; Philip Brown; Joyce Hayes (on Zoom); Julian Pei; Roland Person; Susan Tulis

Absent: None.

Staff present: Jennifer Robertson, Director; Gwen Hall Grosshenrich, Finance Manager

Introductions, audience and visitors: None.

President's report.

None.

Secretary's report.

1. Approval of December 13, 2023 Board Meeting minutes. Mr. Brown motioned to approve the minutes. Ms. Tulis seconded the motion. The motion carried with unanimous approval.

Correspondence and communications.

1. Ms. Robertson shared correspondence from Illinois State Comptroller Susana Mendoza and Illinois State Senator Dale Fowler. Each sent the library congratulatory letters for receiving the 2023 Human Rights Defender Award from the United Nations Association of Southern Illinois.

Financial report.

1. Approval of bills payable up to and including bills due January 16, 2024, to February 15, 2024. Pay half of Thomas Securities now and pay the rest over 12 months interest-free. Mr. Pei had a question about the \$90,000 accounts payable. Ms. Hall Gosshenrich explained that the accounts payable were from unpaid property taxes. Mr. Person motioned to approve the bills. Mr. Pei seconded the motion. The motion carried with unanimous approval.
2. Acceptance of the financial report for December 2023. Ms. Levine motioned to accept the financial report. Mr. Person seconded the motion. The motion carried with unanimous approval.

Librarian's report.

1. Building and grounds maintenance.
 - a. Ms. Robertson shared a PowerPoint presentation with information about the garden area and fencing for public spaces. Mr. Brown recommended removing the fence and motioned to remove the fence. Ms. Tulis seconds the motion. Mr. Prosser amends the motion to include salvaging as much of the fence as possible for other purposes. The

motion is carried with the following votes: Don Prosser-yes; Chastity Mays-yes; Barbara Levine-yes; Frances Anterola-yes; Philip Brown-yes; Joyce Hayes-yes; Julian Pei-no; Roland Person-yes; Susan Tulis-yes. Mr. Pei stated that he does not believe negative behaviors in the garden will cease with the fence removal.

- b. Ms. Robertson reported that the library has experienced unexpected HVAC repairs necessary to keep the system running, including replacing the main control board, the Unit #1 compressor, and a blower motor. Heartland provided an estimated total cost of \$18,127. Due to the cold weather, the compressor and motor were replaced, and the control board will be completed once it arrives. Ms. Tulis motioned to approve the payment to Heartland for the HVAC repairs. Mr. Person seconded the motion. The motion carried with unanimous approval.
2. Review and accept the Investment of Public Funds policy. Ms. Robertson is not suggesting any changes to the policy at this time. Mr. Person motioned to approve the Investment of Public Funds policy. Mr. Brown seconded the motion. The motion carried unanimously. Ms. Levine reported that the Finance Committee has a meeting scheduled to discuss investments.
3. Approval of Chief Financial Officers. Ms. Robertson noted that the Chief Financial Officers for the past year were the Board Treasurer and the Director. Ms. Levine motioned to approve the Board Treasurer and Director as the Chief Financial Officers. Ms. Tulis seconded the motion. The motion carried with unanimous approval.
4. Policy review schedule. Ms. Robertson has created an updated Policy Review Table that includes the date the policy was adopted, the date(s) of revisions or reviews, and how often the policy is suggested or legally required to be reviewed.
5. Preliminary budget. Ms. Robertson asked the board if they had any questions about the preliminary budget that needed to be addressed. The Board will vote on the Final Budget for FY25 at the February board meeting. There were no questions at this time.

Committee reports.

None.

New business.

None.

Other.

1. Patron behavior.
None.

Unfinished business.

1. Fence removal.
See librarian's report.

Adjournment.

The meeting was adjourned at 5:22 p.m.

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