

MINUTES

Call to order.

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

Roll call.

Present: Don Prosser, President; Barbara Levine, Treasurer; Frances Anterola; Philip Brown; Joyce Hayes; Julian Pei; Roland Person; Susan Tulis

Absent: Chastity Mays, Vice President

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

Visitors: None.

President's report.

No report.

Secretary's report.

1. Approval of January 10, 2024 Board Meeting minutes. Mr. Person motioned to approve the minutes. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.

Correspondence and communications.

1. Ms. Robertson shared an email communication from the Illinois State Library stating that the annual Per Capita grant application had been received and is being processed.

Financial report.

1. Approval of bills payable up to and including bills due February 16, 2024, to March 15, 2024. Mr. Person motioned to approve the bills. Mr. Brown seconded the motion. The motion was carried with unanimous approval.
2. Approval of the financial report for January 2024. Ms. Levine motioned to accept the financial report. Mr. Person seconded the motion. The motion was carried with unanimous approval.
3. First Southern bank account update. Ms. Robertson and Ms. Hall Grosshenrich updated the board on a bank fraud that occurred in January and steps they are taking to safeguard the account. The board thanked Ms. Hall Grosshenrich for catching the problem so quickly.

Librarian's report.

1. Building and grounds maintenance.
 - a. Healing Illinois Grant Mural Update. Ms. Robertson reported that the library had been awarded \$17,500 for a mural on the Brush Building. Ms. Robertson will reach out to the Building and Ground Committee to begin project planning. Mr. Brown recommended reaching out to vendors about possible paint donation.

2. Other.

- a. Landscaping. Ms. Robertson reported that Greenridge Landscaping's contract was nearing its end so she had been speaking with potential landscaping companies to start service this spring. The board noted that they were fine leaving the decision with Ms. Robertson as part of day-to-day library operations.

Committee reports.

1. Approval of Finance Committee minutes from January 22, 2024 meeting.
 1. Mr. Pei motioned to approve the minutes with a minor correction. Mr. Person seconded the motion. The motion was carried with unanimous approval.
 2. Mr. Prosser motioned to ratify the decisions of the committee. Ms. Tulis seconded the motion. The motion was carried unanimously.

Unfinished business.

1. Approval of FY2025 budget. Mr. Person motioned to approve the FY2025 budget. Mr. Brown seconded the motion. The motion was carried unanimously.
2. Plans for salvaged fence. Mr. Brown reported on his work to match the salvaged fence with an organization. He spoke with CCHS, Green Earth, Keep Carbondale Beautiful, Women for Change, and more about the fence. Green Earth and Women for Change expressed interest in the salvaged fence. Women for Change will take five sections for Red Hen community garden and Green Earth will take the remaining 25 sections. Mr. Brown submitted the letter he sent to the organizations. Mr. Brown motioned that the board approve donating 25 sections of the salvaged fence to Green Earth and five sections to Women For Change. Mr. Prosser seconded the motion. The motion was carried unanimously. The board and Ms. Robertson thanked Mr. Brown for his work finding organizations interested in reclaiming the fence materials.

Ongoing activities.

1. Policy review.
 - a. Affirmative Action.
 - b. Drug, Alcohol, and Tobacco.
 - c. Miscellaneous Personnel (Nametags).

After some discussion, the board determined that they wished to update the Affirmative Action policy and would consider an updated Drug, Alcohol, and Tobacco policy. Ms. Robertson will provide revised policies to review at the March meeting. Ms. Robertson mentioned that the Personnel Handbook states that employees should wear nametags. After some discussion, the board determined they need more information to make a decision, so Ms. Robertson will poll the staff for feedback and present it at the March meeting.

New business.

1. Nursing Parents in the Workplace Policy. Ms. Hayes motioned to approve the policy. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

Other.

1. Patron behavior.
None.

Adjournment.

The meeting was adjourned at 5:19 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