

## MINUTES

### Call to order.

The meeting was called to order at 4:32 p.m.

### Roll call.

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

**Absent:** Chastity Mays, Vice President; Susan Tulis, Secretary

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

### Introductions, audience and visitors.

None present.

### President's report.

President Don Prosser discussed the need to seek an update from Riley Barker regarding the Sylvia Greenfield Trust. Mr. Prosser expressed a desire to send an additional letter to Riley Barker articulating concerns stressing the importance of expediting the resolution or clarification of the matter.

### Secretary's report.

1. Approval of the February 14, 2024 Board Meeting minutes. Mr. Person motioned to approve the minutes. Mr. Brown seconded the motion. The motion carried with unanimous approval.

### Correspondence and communications.

1. Ms. Robertson shared the legal notice for the City of Carbondale's Annual Budget Hearing for Fiscal Year 2025, which will take place on April 9, 2024, at 6 p.m. at the Carbondale Civic Center.
2. Ms. Robertson shared the request for board members to complete Economic Interest Statements from the City Clerk's office. Ms. Robertson requested trustees fill them out and return them to the library or the City Clerk's office.
3. Ms. Robertson shared a letter addressed to the board from a patron requesting staff training and accommodations for patrons with disabilities. The board agreed that library staff should be trained in this subject and that public members should explain their needs to staff regarding specific accommodations. Ms. Robertson will provide the patron with a written response.

### Financial report.

1. Approval of the bills payable up to and including bills due March 16, 2024, to April 15, 2024. Mr. Brown motioned to approve the minutes. Ms. Hayes seconded the motion. The motion

carried with unanimous approval.

2. Acceptance of the financial report for February 2024. Mr. Person requested more information about naming the report 'Profit and Loss by Class.' Ms. Hall Grosshenrich will look into changing the name to reflect the library's needs better. Mr. Pei motioned to approve the minutes. Mr. Person seconded the motion. The motion carried with unanimous approval.

### **Librarian's report.**

1. Building and grounds maintenance.
  - a. Landscaping update. CLC Landscaping began work on March 6. Due to neglect, extensive trimming needed to be done, which caused the bill to be larger than usual.
  - b. Mural update. The Building and Ground Committee chose artist Maddie Dieters of ThreeLine Art with assistance from artist Jamarr McZeke. The library paid for Trustee Mays and Jamarr McZeke to attend the Arts Amaze conference in Marion, Illinois, to hear Maddie Dieters speak and make the introduction between artists. Ms. Anterola motioned to approve the artists the Building and Grounds Committee chose for a maximum of \$20,000. Mr. Person seconded the motion. The motion carried with unanimous approval.
2. Staff nametag survey. Ms. Robertson sent library staff a survey on nametags and noted that the results were included in March board packets. In summary, there were mainly neutral or negative views of wearing nametags, which means it could be challenging to enforce the policy.
3. SIUCU account update. The account has been opened to purchase certificates of deposit from SIUCU. Ms. Robertson and Ms. Hall Grosshenrich will begin the process soon.
4. Other. Ms. Robertson shared that City Manager Gary Williams has resigned and will finish his role by April 1.

### **Committee reports.**

1. Approval of Building and Grounds Committee minutes from the March 2, 2024 meeting. Ms. Anterola motioned to approve the minutes with a minor correction. Ms. Hayes seconded the motion. The motion carried with unanimous approval.

### **Unfinished business.**

#### **Ongoing activities.**

1. Policy review.
  - a. Affirmative Action. Mr. Prosser suggested revisions and the board determined that action on the item is tabled until revisions are made.
  - b. Drug, Alcohol, and Tobacco. Ms. Robertson will revise. The board suggested action on the item is tabled until the April meeting.
  - c. Miscellaneous Personnel (Nametags). Mr. Person motioned to repeal 600 Miscellaneous Personnel from the Personnel Policy. Ms. Hayes seconded the motion. In a vote, Mr. Brown voted nay, while the remaining members present, Mr. Prosser, Ms. Levine, Ms. Anterola, Mr. Brown, Ms. Hayes, Mr. Pei, and Mr. Person, voted in favor

(yea). The motion carried with majority approval.

- d. Patron Code of Conduct. Mr. Prosser voted to approve the policy with a minor correction. Mr. Person seconded. The motion carried with unanimous approval.

**New business.**

1. DEI Policy Statement. Mr. Person moved to approve with minor changes. Mr. Brown seconded. The motion carried with unanimous approval.

**Other.**

1. Patron behavior.  
None.

**Adjournment.**

Trustee Prosser adjourned the meeting at 5:35 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](https://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