

MINUTES

Call to order.

The meeting was called to order at 4:30 p.m.

Roll call.

Present: Don Prosser, President; Chastity Mays, Vice President; Barbara Levine, Treasurer; Susan Tulis, Secretary; Frances Anterola; Philip Brown; Julian Pei; Roland Person

Absent: Joyce Hayes

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

No audience or visitors.

President's report.

President Don Prosser reported on the correspondence from Mr. Riley Barker about the Sylvia Greenfield estate. Mr. Barker had written back with a list of assets and included the listing for the property in Northbrook, IL that is currently for sale. Mr. Barker predicted that the estate could be liquidated by June 30, but stated that this date was an estimate.

Secretary's report.

1. Approval of the March 20, 2024 Board Meeting minutes. Mr. Brown motioned to approve the minutes. Ms. Levine seconded the motion. The motion carried with unanimous approval.

Correspondence and communications.

Financial report.

1. Approval of the bills payable from April 16, 2024, through May 15, 2024. Ms. Levine motioned to approve the bills. Ms. Tulis seconded the motion. The motion carried with unanimous approval.
2. Schedule a Finance Committee meeting for the end of April. Ms. Robertson noted that the Finance Committee needed to schedule a meeting before the end of Fiscal Year 24 at the end of April. Due to travel plans, Ms. Levine requested that the meeting be scheduled prior to April 24. Ms. Robertson will send an email to committee members to schedule the meeting.
3. Authorize the Finance Committee to approve all bills paid by the last day of the fiscal year, not exceeding budgetary authority. Ms. Levine motioned to approve the bills paid by the last day of the fiscal year, not exceeding budgetary authority. Ms. Tulis seconded the motion. The motion carried with unanimous approval.
4. Acceptance of the financial report for March 2024. The board questioned the amounts in the budget lines accounts receivable and petty cash. Ms. Hall Grosshenrich explained that the accounts receivable number was due to a lost check that would be replaced, and she is in the process of reconciling petty cash. Mr. Person motioned to accept the financial report. Ms. Tulis seconded the motion. The motion carried with unanimous approval.

Librarian's report.

1. Building and grounds maintenance.
 - a. HVAC. Ms. Robertson gave an update on the system, which has continued to have problems that require costly repairs. She said that the maintenance manager was looking into having another company audit the work that had been done recently. The trustees suggested that it might be time to have the system evaluated for replacement. The board recommended reaching out to Rend Lake Mechanical and John A. Logan for evaluation purposes. The trustees agreed that the library should evaluate the system rather than waiting for a building expansion. Ms. Robertson will contact an architect for recommendations.
 - b. Cooling tower: Ms. Robertson reported that a person broke into the cooling tower and was camping in the space. This individual took copper pipes and other materials that needed to be replaced for the air conditioning to work. Ms. Robertson suggested adding additional cameras on the west side of the building. The board suggested that Ms. Robertson file a police report and contact the insurance company to begin a claim.
 - c. Mural updates. The titles for the mural project have been finalized. CPL Trustees, Friends of the Library board members, library staff, and community members were emailed a survey to help narrow the list of titles so that the artist could create the final design.
2. Other.

Committee reports. None.

Unfinished business.

1. Policy review.
 - a. Affirmative Action. Mr. Prosser motioned to approve the revised Affirmative Action Policy, which Ms. Tulis seconded. The motion carried with unanimous approval.
 - b. Drug, Alcohol, and Tobacco. After some discussion, Mr. Brown motioned to approve the Drug, Alcohol, and Tobacco Policy. Ms. Mays seconded the motion. The motion carried with unanimous approval.

New business. None.

Other.

1. Patron behavior.

Adjournment.

The meeting was adjourned at 5:02 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