

Carbondale Public Library Board of Trustees
Regular Monthly Meeting
405 W. Main Street, Carbondale, IL 62901, Library Meeting Room
Wednesday, June 12, 2024, 4:30 p.m.

MINUTES

Call to order.

Board President Don Prosser presided over the meeting. Mr. Prosser called the meeting to order at 4:30 p.m.

Present:

Don Prosser, President
Barbara Levine, Treasurer
Frances Anne Anterola
Philip Brown
Julian Pei
Roland Person

Absent:

Chastity Mays, Vice President (1)
Susan Tulis, Secretary (1)
Joyce Hayes (1)

The number following the Trustee's name indicates the number of absences this fiscal year.

Library Staff:

Jennifer Robertson, Director
Gwen Hall Grosshenrich, Finance Manager

Audience and visitors:

Candice Watson

President's report.

No report.

Secretary's report.

1. Approval of the April 10, 2024 Board Meeting minutes. Mr. Person motioned to approve the minutes of the regular monthly meeting on April 10, 2024. Mr. Brown seconded the motion. The motion was carried with unanimous approval.
2. Approval of the May 8, 2024 Board Meeting minutes. Mr. Pei motioned to approve the minutes of the regular monthly meeting on May 8, 2024. Mr. Person seconded the motion. The motion was carried with unanimous approval.

Correspondence and communications.

1. Ms. Robertson presented a letter and spreadsheet from Jackson County Clerk Frank Byrd detailing the tax rate and extension for the tax year 2023, payable in 2024. The tax rate is 0.38285.
2. Ms. Robertson presented a letter from Secretary of State Alexi Giannoulias stating that the library was awarded \$32,457.65 for the Fiscal Year 2024 Public Library Per Capita grant.

Financial report.

1. Approval of the bills payable from May 16, 2024, through July 15, 2024. Mr. Person motioned to approve the bills payable from May 16, 2024 through July 15, 2024. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.
2. Acceptance of the financial report for April 2024. Mr. Pei motioned to accept the financial report for April 2024. Ms. Levine seconded the motion. The motion was carried with unanimous approval.
3. Acceptance of the financial report for May 2024. Mr. Pei motioned to accept the financial report for May 2024. Mr. Person seconded the motion. The motion was carried with unanimous approval.

Librarian's report.

1. Ms. Robertson updated the Board on the Brush mural project, the HVAC system, and the disposal of surplus items in storage.
2. Ms. Robertson reported the options for nonresident fee methods and shared about the library staff development institute that took place in May.

Committee reports.

1. Approval of the April 10, 2024 Building and Grounds Committee minutes. Mr. Pei motioned to approve the Building and Grounds Committee minutes from April 10, 2024. Ms. Levine seconded the motion. The motion was carried with unanimous approval.
2. Approval of the April 22, 2024 Finance Committee minutes. Ms. Levine motioned to approve the Finance Committee minutes from April 22, 2024 with a minor correction. Mr. Person seconded the motion. The motion was carried with unanimous approval.

Unfinished business.

None.

New business.

1. Approval of Non-Resident Fee Policy. Mr. Pei motioned to approve the proposed Non-Resident Fee policy as written. Ms. Levine seconded the motion. The motion was carried with unanimous approval.
2. Approval of Disposal of Surplus Property Policy. Mr. Brown motioned to approve the proposed Disposal of Surplus Property policy as written. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.
3. Approval of Authority to Spend Policy. Mr. Person motioned to approve the proposed Authority to Spend policy as written. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

Other.

1. Patron behavior. Ms. Robertson presented an incident report regarding a patron who was caught multiple times violating the library's Patron Code of Conduct. The board discussed the appropriate steps to ensure the safety and comfort of other patrons and staff. Mr. Brown motioned to ban the patron for 90 days. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.

Adjournment.

President Prosser adjourned the meeting at 5:18 p.m. The next regular monthly meeting is scheduled for July 10, 2024 at 4:30 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