

Carbondale Public Library Board of Trustees

Wednesday, May 12, 2021, 4:30 p.m.

Online meeting. Link and phone number shared for public attendance.

MINUTES

Statement prior to start of the meeting.

The Board President determines that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded and will be posted on the Internet.

Call to order.

4:30pm

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

In the webinar environment participants may type questions or statements into the Q&A at this time and may request access to speak during this portion of the meeting via the Q&A or by using the hand raising function.

Present.

Don Prosser, President
Susan Tulis, Vice President
Julian Pei, Treasurer
Philip Brown
Joyce Hayes
Barbara Levine
Roland Person, Secretary
Harriet Simon

Absent.

Chastity Mays (1)

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

Visitors.

None.

Staff present.

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

None.

Secretary's report.

1. Approval of April 14, 2021 minutes. Susan Tulis made a motion to accept the minutes as presented. Joyce Hayes seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due May 16, 2021 to June 15, 2021. Barbara Levine

moved to pay bills. Joyce Hayes seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

2. Acceptance of the financial report for April, 2021. The Finance Manager reported that we received our final replacement tax check at the end of the fiscal year. Philip Brown moved to accept the financial report. Roland Person seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

Librarian's report.

1. Building and grounds maintenance. The pre-bid meeting for the Brush roof replacement will be held on May 13th, and the bids will be opened on May 20th. Our Maintenance Manager Josh Fenton is doing an affordable semi-renovation of the staff/meeting room kitchen area to make it more sanitary and efficient.

2. Vote on method for collecting non-resident fees. Barbara Levine moved to continue with the tax bill method. Roland Person seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

3. Trustee terms of office. Three Board Members have expiring terms. They are encouraged to reach out to the Mayor to let him know whether they would like to be considered for reappointment. The Director thanked them for their service thus far.

4. Discuss and approve amendments to sick leave policy. The Director presented an amended Sick Leave policy to comply with changes in Illinois law regarding less restrictive use of leave to care for family members, to align the policy with current practice, and to encourage all employees (whether part-time or full-time) to stay home when they are sick in order to prevent the spread of communicable disease. Roland Person made a motion to approve the policy as presented. Harriet Simon seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

5. Other. None.

Committee reports.

Approval of April 30, 2021 Finance Committee meeting minutes. Joyce Hayes moved to approve the minutes as written. Barbara Levine seconded. Roll called: 7 yeas. 0 nays. 1 abstention (due to technical problems in Zoom). MOTION passed.

Unfinished business.

None.

New business.

None.

Other.

1. Patron behavior. None.

Adjournment.

Roland Person moved to adjourn. Susan Tulis seconded. The meeting adjourned at 4:52 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2021: All meetings will take place in the Public Library meeting room at 4:30 p.m. unless taking place online due to a state of emergency. Agenda and link posted at

<https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/> . January 13, February 10, March 10, April 14, May 12, June 9, July 14, August 11, September 8, October 13, November 10, December 8, 2021.