

**Carbondale Public Library Board of Trustees
Carbondale Public Library, Meeting Room
405 W. Main St., Carbondale, IL 62901**

Wednesday, November 9, 2022, 4:30 p.m.

MINUTES

Call to order.

4:30 p.m.

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).

Present.

Don Prosser, President (1)
Chastity Mays, Vice President
Roland Person, Secretary
Barbara Levine, Treasurer
Philip Brown (1 excused)
Joyce Hayes (online)
Julian Pei
Harriet Simon
Susan Tulis (1 excused)

Absent.

None. The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present.

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

Visitors.

None.

President's report.

None.

Secretary's report.

1. Approval of October 12, 2022 Board Meeting minutes. Philip Brown moved to accept the minutes with minor corrections. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due November 16, 2022 to December 15, 2022. Don Prosser made a motion to pay all bills, but to reduce \$3,300 from Phone MACS payment until issues are resolved with the new phone system. Julian Pei seconded. MOTION passed unanimously.

2. FY24 levy and preliminary budget adoption. The levy and budget recommended by the Finance Committee was accepted along with an increase to the contingency to go toward personnel increases. The Finance

Committee will work with the Director to evaluate pay increases. Philip Brown made a motion to accept the budget as presented with the addition of \$15,000 to the contingency. Susan Tulis seconded. This amounts to an increase of \$35,265 over previous levy. MOTION passed unanimously.

3. Acceptance of the financial report for October, 2022. We still have \$480,000 left to receive in property tax. Our checking account was compromised. Some fraudulently manufactured checks were cashed. We opened a new checking account. All funds will be reimbursed. About \$4,000 have been reimbursed so far. We have moved more money to Illinois Funds, which is less vulnerable and is currently getting a better interest rate. Harriet Simon moved to approve the financial report. Barbara Levine seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. A child threw rocks through multiple kitchen windows in the Brush building. Josh is replacing the windows with plexiglass.

2. Per Capita Grant requirement: Discussion of Serving Our Public chapters 1, 2, and 3. We meet all standards for each chapter. We will complete a new strategic plan now that we know we will retain Home Rule status. Harriet Simon made a motion to approve the Board's review of these chapters. Chastity Mays seconded. MOTION passed unanimously.

3. Other. None.

Committee reports.

1. Approval of October 26, 2022 Finance Committee Meeting minutes. Barbara Levine moved to accept the minutes as presented. Susan Tulis seconded. MOTION passed unanimously.

The Finance Committee needs to meet before the end of January to discuss FY24 salary recommendations. The Five Year Planning committee needs to meet after first of the year to work on strategic planning.

New business.

None.

Other.

1. Patron behavior. Discussed a patron who had been banned for one year. Don Prosser made a motion to allow this patron to return on a probationary status for up to 90 days. Julian Pei seconded. MOTION passed unanimously.

Unfinished business.

Adjournment.

5:35 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2022. All meetings (unless otherwise noted) will take place on the second Wednesday of the month at 4:30 p.m. Meetings are held in the Public Library meeting room 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 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 13 (second Tuesday of the month), October 12, November 9, December 14, 2022.