

MINUTES

Call to order.

Ms. Mays called the meeting to order at 4:30 p.m.

Present.

Chastity Mays, President (1)
Frances Anne Anterola, Vice President (attended on Zoom)
Barbara Levine, Treasurer
Susan Tulis, Secretary (1)
Philip Brown
Julian Pei
Roland Person
Candice Watson (1)

Absent.

Don Prosser (1)

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

Library staff present.

Jennifer Robertson, Director
Gwen Hall Grosshenrich, Finance Manager

Audience and visitors present.

None.

President's report.

1. Committee assignments. Ms. Mays appointed board members to committees for 2024/25. Ms. Robertson included the committee list in the board packets.

Secretary's report.

1. Approval of the July 10, 2024 Board Meeting minutes. Mr. Person motioned to approve the July 10, 2024 minutes. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.

Correspondence and communications.

1. Letter from Mr. Riley Barker to Mr. Prosser with the property listing information for the Sylvia Greenfield estate.
2. Letter from Mr. Prosser thanking Mr. Barker for the update.

Financial report.

1. Approval of the bills payable from July 16, 2024, through August 15, 2024. Ms. Tulis motioned to approve the payment of bills from July 16, 2024, through August 15, 2024. Ms. Levine seconded the motion. The motion was carried with unanimous approval.
2. Acceptance of the financial report for July 2024. Mr. Brown motioned to accept the financial report for July 2024. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

Librarian's report.

1. Parking Lot Sealcoating. Egyptian Sealcoating submitted bids for the maintenance of the library's parking lots, with \$2,976 for the east lot and \$4,876 for the main lot. The work will involve cleaning, coating, sealing, and painting. The last sealcoating was done in May 2022, and reapplying every 2-4 years is typically recommended. The Library's maintenance manager and Egyptian Sealcoating have advised us to proceed with the work. The library will need to close for one day during the project, as the parking lots will be closed to the public.
2. Building Updates. The obsolete book sensors at the building entrances have been removed. This has improved safety and accessibility at the entrances. Despite numerous repairs, the HVAC system continues to struggle, making its improvement a priority. Additionally, Mr. Jones and the Hafer team are scheduled to visit on August 16 for an initial building analysis and improvements meeting. Up to two board members may attend this meeting.
3. Security Camera Policy. With increased requests for security camera footage, there is a growing need to update the library's security camera policy to ensure efficiency and clarity. In the past, staff members have spent excessive time searching for footage and have lacked clear guidelines for sharing it with patrons and authorities. The proposed policy revisions aim to establish clear guidelines on the retention period for footage, making it easier to manage and access as needed.
4. Other. The EBSCO statewide database package from the Illinois State Library is being integrated, with access expected to be available on the library's website within a week. The summer reading program has been completed, and the staff did an excellent job in their respective areas. Staff members are now taking well-deserved breaks after a busy summer.

Committee reports. None.

Unfinished business. None.

New business.

1. Approval of revised security camera policy. Mr. Pei motioned to approve the revised security camera policy. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.
2. Discussion and approval of parking lot sealcoating. Mr. Pei motioned to approve the parking lot sealcoating by Egyptian Sealcoating. Mr. Person seconded the motion. The motion was carried with unanimous approval.

Other.

1. Patron behavior. None.

Adjournment.

Ms. Mays adjourned the meeting at 4:55 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