

## 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  
Philip Brown  
Julian Pei  
Roland Person  
Don Prosser (1)

### **Absent.**

Susan Tulis, Secretary (2)  
Candice Watson (2)

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

### **Staff present.**

Jennifer Robertson, Director  
Gwen Hall Grosshenrich, Finance Manager  
Josh Fenton, Facilities and Maintenance Manager

### **Introductions, audience and visitors.**

Members of the Hafer team Jarus Jones and Zac Shoulders attended the meeting. Hafer team members Chris Howard and Kyle Ozier attended the meeting on Zoom. No other audience or visitors were present.

1. Q&A with Hafer representatives.

### **President's report.**

None.

### **Secretary's report.**

1. Approval of the September 11, 2024 Board Meeting minutes. Mr. Prosser motioned to approve the August 14, 2024 minutes. Mr. Person seconded the motion. The motion was carried with unanimous approval.

### **Correspondence and communications.**

1. Ms. Robertson shared a letter from the Carbondale branch NAACP stating that Circulation Manager Lynette Miller would receive a community service award at the NAACP Freedom Fund event on October 27, 2024. Ms. Robertson invited board members to attend the event

with members of the library staff.

### **Financial report.**

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

### **Librarian's report.**

1. Building and maintenance. The Building and Grounds Committee will schedule a meeting to discuss Hafer's Q&A and facilities plan and make recommendations to the full board at the regular November meeting.
2. Per capita grant requirements. Tabled until next meeting.
3. Staffing update and staff development. Staff Day was held on October 7, 2024, and included CPR and AED training at the Jackson County Ambulance Service.
4. Potential update to the staff health insurance policy.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

1. Approval of Revised Insurance Policy. Mr. Person moved to adopt the revised policy presented. Mr. Pei seconded the motion. Mr. Brown moved to refer the matter to the Finance and Insurance Committee for recommendations. Mr. Prosser seconded. The motion was carried with unanimous approval.

### **Other.**

1. Patron behavior.
2. FY26 Levy. Mr. Prosser moved to allow the Finance and Insurance Committee to authorize the approval of the FY26 levy request. Mr. Person seconded. The motion was carried with unanimous approval.

### **Agenda building.**

1. Opportunity to suggest topics for future board meetings.
  - a. Five-year plan
  - b. Lanyards for staff

### **Adjournment.**

Ms. Mays adjourned the meeting at 5:46 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](https://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