

## MINUTES

### **Call to order.**

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

### **Present.**

Frances Anne Anterola, Vice President

Barbara Levine, Treasurer

Susan Tulis, Secretary (2)

Philip Brown

Julian Pei

Roland Person

Don Prosser (1)

### **Absent.**

Chastity Mays, President (2)

Candice Watson (3)

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

### **Visitors or Guests**

None.

### **Staff present.**

Jennifer Robertson, Director

Gwen Hall Grosshenrich, Finance Manager

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

None.

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

1. Approval of the October 9, 2024, Board Meeting minutes. Ms. Tulis motioned to approve the October 9, 2024, minutes with a minor correction. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

### **Correspondence and communications.**

1. Ms. Robertson presented a request from the City of Carbondale seeking support to extend TIF District #1. Mr. Prosser moved to authorize the director to write a letter of support for the extension, seconded by Mr. Pei. The motion was carried with unanimous approval.

### **Financial report.**

1. Approval of the bills payable from October 16, 2024, through November 15, 2024. Ms. Tulis

motioned to approve the payment of bills from September 16, 2024, through October 15, 2024. Mr. Person seconded the motion. The motion was carried with unanimous approval.

2. Acceptance of the financial report for October 2024. Mr. Prosser 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. Building and maintenance. Ms. Robertson provided an update on the roof and HVAC project, including recommendations from Hafer Architects.
2. Per capita grant requirements. The Director reviewed the 2024 Per Capita grant application requirements for Chapters 1-7. Several areas need attention, including developing a strategic plan with community input under Core Standards, continuing policy review and creating a succession plan under Governance and Administration, addressing staff training and development under Personnel, updating bathroom hardware under Access, and reviewing the Capital Asset Plan, Maintenance Checklist, and Facilities Improvement Projects under Building Infrastructure and Maintenance. Chapters 6 (Safety) and 7 (Collection Management) currently meet all standards.
3. Staffing update and staff development. Two new part-time employees have joined the Circulation Department, enhancing options for weekend coverage. Additionally, comprehensive non-resident card training was provided to all circulation staff members to ensure consistent policy application and prepare staff for challenging patron interactions.
4. Finances. Ms. Robertson presented an overview of the library's financial status and discussed potential funding options for the proposed building projects.
5. Other. Library representatives attended the NAACP Banquet, where staff member Lynette Miller received a community service award, and the Director invited board members to attend the upcoming ILA Legislative Meetup Lunch on December 9 in Effingham to connect with state legislators.

### **Committee reports.**

1. Finance and Insurance Committee.
  - a. Approval of October 23, 2024, meeting minutes. Mr. Prosser motioned to approve the October 23, 2024, Finance and Insurance Committee meeting minutes. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.
2. Building and Grounds Committee.
  - a. Approval of October 23, 2024, meeting minutes. Mr. Pei motioned to approve the October 23, 2024, Building and Grounds Committee meeting minutes. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.
3. Five-Year Planning Committee.
  - a. Approval of October 24, 2024, meeting minutes. Mr. Prosser motioned to approve the October 24, 2024, Five-Year Planning Committee meeting minutes. Mr. Prosser seconded the motion. The motion was carried with unanimous approval.

### **Unfinished business.**

1. Approve the revised insurance policy.

Mr. Prosser motioned to approve the changes in the proposed revised insurance policy. Mr. Brown seconded the motion. The motion was carried with unanimous approval.

### **New business.**

1. Approve the comprehensive building improvement plan, including roof replacement and HVAC system upgrades, and authorize staff to proceed with implementation.

Mr. Prosser motioned to authorize the Director to have Hafer Architects prepare bids for both the HVAC system and roof repairs, including alternate bid options. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.

2. Approve scheduled closing days for 2025. Ms. Tulis motioned to approve the scheduled closing dates with a minor date correction. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.

### **Other.**

1. Patron behavior.

### **Agenda building.**

1. Opportunity to suggest topics for future board meetings.
  - a. The board noted that they appreciate the social work reports in the monthly board packet.

### **Adjournment.**

Ms. Anterola adjourned the meeting at 5:20 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