

AGENDA

Call to order.

Ms. Anterola called the meeting to order at 4:35 p.m.

Present.

Frances Anne Anterola, Vice President

Barbara Levine, Treasurer

Susan Tulis, Secretary (2)

Philip Brown

Roland Person

Don Prosser (1)

Candice Watson (3)

Absent.

Chastity Mays, President (3)

Julian Pei (1)

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 November 13, 2024, Board Meeting minutes. Mr. Person motioned to approve the November 13, 2024, minutes. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.

Correspondence and communications.

None.

Financial report.

1. Approval of the bills payable from December 12, 2024, through January 15, 2025. Ms. Tulis motioned to approve the payment of bills from December 12, 2024, through January 15, 2025, with a minor correction. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

2. Acceptance of the financial report for November 2024. Mr. Prosser motioned to accept the financial report for November 2024. Ms. Levine seconded the motion. The motion was carried with unanimous approval.

Librarian's report.

1. Tax levy update.
2. Roof/HVAC project update. Mr. Prosser motioned to authorize the building and grounds committee to approve the bidding process for the project. Mr. Brown seconded the motion. The motion was carried with unanimous approval.
3. Per capita grant requirements. Per the 2024 Per Capita grant application review (Chapters 8-13 of Serving Our Public 4.0, Standards for Illinois Public Libraries), the library meets or exceeds standards in system member responsibilities, programming, general technology, and marketing/collaboration. Areas requiring attention include adding voting information to the website, reviewing youth-related policies, and developing a technology upgrade plan. The printing system upgrade is currently in progress as part of the identified improvements.
4. Other. Ms Robertson:
 - a. Reported on a potential collaboration with the Carbondale Community Cabinet for Children and Youth, which would provide \$18,000 in funding for a part-time position focused on early childhood initiatives and community outreach.
 - b. Presented data showing that late fines represent a small portion of the budget and proposed eliminating them while maintaining charges for lost/damaged items, along with potentially forgiving old fines after 5-10 years to simplify the system.
 - c. Outlined a proposal to become a Passport Acceptance Facility, which would generate \$35 per application and bring new visitors to the library, requiring staff training and dedicated time for processing passport applications while following federal protocols and security requirements.

Committee reports.

None.

Unfinished business.

None.

New business.

1. Approval of revised Library Lending/Fine Policy. The board discussed revisions to the policy and tabled the matter for further review at the January 2025 meeting.
2. Authorization for the Director to submit an application to become a Passport Acceptance Facility. Mr. Person motioned to authorize the Director to submit an application for the library to become a Passport Acceptance Facility. Ms. Tulis seconded the motion. The motion was carried with unanimous approval.
3. Approval of collaboration with Carbondale Children's Cabinet. Ms. Tulis motioned to approve the collaboration with the Carbondale Children's Cabinet. Mr. Person seconded the motion. The motion was carried with unanimous approval.

Other.

1. Patron behavior. None.
2. Ms. Tulis motioned to approve the meeting dates for 2025. Ms. Anterola seconded the motion. The motion was carried with unanimous approval.

Agenda building.

1. Opportunity to suggest topics for future board meetings.

Adjournment.

Ms. Anterola adjourned the meeting at 5:28 p.m.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Jennifer Robertson, Library Director

Board Meetings for 2025. 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 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, & December 10