

## MINUTES

### Call to order.

Ms. Anterola called the meeting to order at 4:31 p.m.

### Present:

Frances Anterola, Vice President

Barbara Levine, Treasurer

Philip Brown

Julian Pei

Roland Person

Don Prosser

Candice Watson (attended on Zoom)

### Absent:

Chastity Mays (1)

Susan Tulis (1)

*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

### Visitors or Guests.

Chris Howard, Hafer (attended on Zoom)

Jarus Jones, Hafer (attended on Zoom)

Kyle Ozier, Hafer (attended on Zoom)

### HVAC and Roof Project Discussion

The board and Hafer representatives discussed bid variations and project considerations for the HVAC and roof project. Topics covered included the cost differences between base bids and alternates, equipment age factors influencing the bid structure, and preventive maintenance requirements for existing systems. The board reviewed potential energy savings and equipment lifespan considerations.

### President's report.

None.

### Secretary's report.

1. Approval of the April 9, 2025, Board Meeting minutes. Ms. Levine moved to approve the minutes. Mr. Person seconded the motion. The motion carried with unanimous approval.

## **Correspondence and communications.**

None.

## **Financial report.**

1. Approval of the bills payable up to and including May 14, 2025, through June 11, 2025. Mr. Person moved to approve the bills payable. Mr. Brown seconded the motion. The motion carried with unanimous approval.
2. Acceptance of the financial report for April 2025. Mr. Prosser moved to approve the financial report. Ms. Levine seconded the motion. The motion carried with unanimous approval.

## **Librarian's report.**

1. Building and maintenance.
  - a. The roof and HVAC project bids came in higher than the original estimates from Hafer.
2. Other.
  - a. Mr. Pei moved to approve the nonresident library card fee structure as follows:
    - i. For Home/Property Owners: The nonresident fee will be calculated by multiplying the library's tax rate by the valuation of the nonresident's property assessment. Each nonresident card will require individual calculation based on this method.
    - ii. For Renters: The library will charge a minimum of 15 percent of monthly rent as the annual nonresident fee, or may use a local formula that considers average community rent, property tax rate, and residential homeowner nonresident fees.
  - b. The library maintains an inactive account at First Mid Bank and Trust. Due to infrequent use, Ms. Robertson and Ms. Hall Grosshenrich recommend closing the First Mid account to simplify the library's financial management.
  - c. Library Trustee Candice Watson is moving to St. Louis, so this will be her last month on the Board. Ms. Robertson noted that the board and library greatly appreciate Ms. Watson's service and wish her the best in her future endeavors!
  - d. The library will be closed on Friday, May 16, for Staff Day. The library staff will be visiting Morris Library to tour the facilities. Staff will also hear from Dr. Paul Brinker from SIUC, who will speak about library social work.

## **Committee reports.**

1. Personnel Committee.
  - a. Approval of April 10, 2025, meeting minutes. Mr. Prosser moved to approve the minutes. Mr. Person seconded the motion. The motion carried with unanimous approval.
  - b. Approval of April 10, 2025, closed session meeting minutes. Mr. Person moved to approve the minutes. Ms. Levine seconded the motion. The motion carried with unanimous approval.
  - c. Closed Session: The Board may consider a motion to hold a closed meeting to discuss specific personnel matters as permitted under 5 ILCS 120/2(c)(1). Upon conclusion of any closed session, the Board will reconvene in open session. Any formal action resulting from closed session discussions will be taken only during open session and will be preceded by a public explanation of the nature of the matter being considered.

2. Finance and Insurance Committee.
  - a. Approval of April 28, 2025, meeting minutes. Mr. Person moved to approve the minutes. Ms. Levine seconded the motion. The motion carried with unanimous approval.
3. Five-Year Planning Committee.
  - a. Approval of April 17, 2025, meeting minutes.
  - b. Approval of May 2, 2025, meeting minutes.

Mr. Prosser moved to approve the minutes from April 17 and May 2, 2025. Mr. Person seconded the motion. The motion carried with unanimous approval.

### **Unfinished business.**

### **New business.**

1. Approval of bid for HVAC and roof project, including the base and alternate bids. The board discussed the bids and alternates. Mr. Fenton reported that the library's cooling tower was better protected than many he had worked on in the past, which could increase its longevity. Mr. Prosser moved that the board accept the base bid from J&L Robinson and reject alternates one, two, & three. Mr. Pei seconded the motion. The motion carried with unanimous approval.
2. Approval of Non-Resident Fee Policy. The board continued discussion of Mr. Pei's motion regarding nonresident fees. Mr. Prosser seconded the motion. The motion carried with unanimous approval.
3. Approval of First Mid Bank and Trust account closure. Mr. Person moved to approve the closure of the First Mid Bank and Trust account. Mr. Pei seconded the motion. The motion carried with unanimous approval.

### **Other.**

1. Patron behavior. Ms. Robertson reported a serious patron conduct violation involving inappropriate behavior in library facilities. Mr. Prosser moved to ban the patron from the building and grounds for one year. Ms. Levine seconded the motion. The motion carried with unanimous approval.

### **Adjournment.**

Ms. Anterola adjourned the meeting at 5:47 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](https://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