

**Carbondale Public Library Board of Trustees**

Wednesday, January 9, 2019

4:30 p.m.

Meeting Room

405 West Main St.

**MINUTES**

**Call to order.**

Called to order at 4:34 p.m.

**Roll call.**

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

**Present.**

Susan Tulis, Vice President (2)

Joyce Hayes, Secretary (1)

Philip Brown

Roland Person (2)

Don Prosser (2)

Harriet Simon (2)

**Absent.**

Barbara Levine, President (1)

Julian Pei, Treasurer (2)

The number following the Trustee's name indicates the number of absences this fiscal year. One seat is currently vacant.

**Staff present.**

Diana Brawley Sussman, Library Director; Gwen Hall Grosshenrich, Finance Manager

**Visitors present.**

Ten visitors.

**President's report.**

None.

**Secretary's report.**

1. Approval of the December 12, 2018 minutes. Philip Brown made a motion to accept the minutes. Roland Person seconded. MOTION passed unanimously.

**Correspondence and communications.**

None.

**Financial report.**

1. Approval of bills payable up to and including bills due January 15, 2019 to February 15, 2019. Don Prosser made a motion to pay the bills. Roland Person seconded. MOTION passed unanimously.

2. Acceptance of the financial report for December 2018. We have received all but about \$96,000.00 in property tax revenue for this fiscal year. Joyce Hayes made a motion to accept the financial report. Philip Brown seconded. MOTION passed unanimously.

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

1. Building and grounds maintenance and Live & Learn Construction Grant. The Director showed the Live and Learn Construction Grant Facilities Plan, photos, and budget to the board for projects to be completed in the coming fiscal year, if funded, including a new roof on the main building, and a glassed-in teen and youth room.
2. Review and acceptance of investment policy. The Director polled other libraries and spoke with the State Library about investment policies that may be catered more to our library's specific practices, but found no relevant models. Don Prosser is reviewing the policy. Philip Brown made a motion to adopt and continue with the current investment policy until and unless it is amended. Roland Person seconded. MOTION passed unanimously.
3. Review of executive session minutes. Roland Person made a motion to keep all executive session minutes closed. Joyce Hayes seconded. MOTION passed unanimously.
4. Per Capita Grant requirement: Review Chapter 8, Public Services: Reference and Reader's Advisory Services, of "Serving Our Public 3.0: Standards for Illinois Public Libraries, 2014." The chapter was discussed. The checklist was reviewed, and no items were left unchecked.
5. Discuss Carbondale Warming Center. Members of the Board expressed appreciation to the Director for working on this project on the library's behalf alongside several community partners. Some felt that some of the press about the Warming Center was confusing or incorrect. Information about the Warming Center can be found at <https://carbondalewarmingcenter.weebly.com>
6. Other. The Carbondale Public Library and Effingham Public Library are working with the Illinois Library Association to organize the Southern Illinois ILA Legislative Luncheon on February 8 at the Effingham Public Library. Library stakeholders and legislators will learn about legislative issues impacting libraries.

### **Committee reports.**

None.

### **Unfinished business.**

None.

### **New business.**

None.

### **Other.**

None.

### **Adjournment.**

Adjourned at 5:10 p.m.

Next Board Meetings for 2019 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): February 13, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director