

Carbondale Public Library Board of Trustees

In-person meeting. Library meeting room.

405 W. Main Street

Carbondale, IL 62901

Wednesday, May 11, 2022, 4:30 p.m.

MINUTES

Call to order.

4:30 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.

Don Prosser, President
Susan Tulis, Vice President
Roland Person, Secretary
Barbara Levine, Treasurer
Philip Brown
Joyce Hayes
Chastity Mays
Julian Pei
Harriet Simon

Absent.

None.

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

Visitors.

None.

Staff present.

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

President's report.

None.

Secretary's report.

1. Approval of April 13, 2022 Board Meeting minutes. Harriet Simon moved to approve the minutes as presented. Susan Tulis seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due May16, 2022 to June 15, 2022. Philip Brown moved to approve payment of bills as presented. Roland Person seconded. MOTION passed unanimously.

2. Acceptance of the financial report for April, 2022. Julian Pei moved to accept the financial report for April, 2022, the end of FY22. Joyce Hayes seconded. MOTION passed unanimously. The \$150,000 net income in FY22 was based entirely on unanticipated revenue, particularly in Personal Property Replacement Tax (a statewide corporate tax). We should not expect that trend to continue. The Board asked whether "gross profit"

can be changed to “gross revenue” on our financial reports. We will look into it. Barbara Levine moved to accept the financial report thus far for May, 2022, which introduces FY23. Susan Tulis seconded. MOTION passed unanimously.

Librarian’s report.

1. Building and grounds maintenance. The Director requested proposals from four companies for the purchase of a new phone system. Two companies responded with quotes. Philip Brown made a motion to accept Phone MACS’ proposal for VOIP phones and system. Julian Pei seconded. MOTION passed unanimously.
2. COVID-19 procedures. Roland Person moved to approve the Director’s proposed minor changes to staff procedures. Chastity Mayes seconded. MOTION passed unanimously.
3. Vote on method for collecting non-resident fees. Julian Pei moved to continue to use the tax bill method. Harriet Simon seconded. MOTION passed unanimously.
4. Trustee terms of office discussed.
5. Intergovernmental agreement with District 95. Roland Person moved to approve the proposed intergovernmental agreement with minor typographical edits. Susan Tulis seconded. The agreement for the coming school year will allow the school system and library to work together to better facilitate public library card registration for District 95 students, and will allow District 95’s nonresident students to access the public library without paying a nonresident fee. MOTION passed unanimously.

Committee reports.

1. Approval of April 28, 2022 Finance Committee meeting minutes. Roland Person moved to approve these minutes. Susan Tulis seconded. MOTION passed unanimously.

New business.

None.

Other.

1. Patron behavior. None.

Unfinished business.

None.

Adjournment.

Adjourned at 5:30 p.m.

Respectfully submitted:

Roland Person, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2022. All meetings will take place on the second Wednesday of the month at 4:30 p.m.. Meetings are held in the Public Library meeting room unless taking place online due to a state of emergency (Agenda and link posted at <https://carbondalepubliclibrary.org/aboutus/board-of-trustees/upcoming-board-meeting-agenda/>): January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9, December 14, 2022.