

Carbondale Public Library Board of Trustees
In-person meeting. Library meeting room.
405 W. Main Street
Carbondale, IL 62901

Wednesday, July 12, 2023, 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
Chastity Mays, Vice President
Susan Tulis, Secretary
Barbara Levine, Treasurer
Frances Anterola
Philip Brown
Joyce Hayes
Julian Pei
Roland Person

Absent.

None.

Staff.

Jennifer Robertson, Director; Gwen Hall Grosshenrich, Finance Manager

President's report.

1. Board members were asked to volunteer for committees. Assignments will be made at the Board of Trustees meeting on August 9, 2023.
2. The Board President welcomed newly appointed Trustee Frances Anterola to the Board.

Secretary's report.

1. Approval of June 13, 2023, Board Meeting minutes. Barbara Levine moved to accept the minutes with a minor correction. Chastity Mays seconded. MOTION passed unanimously.

Correspondence and communications.

1. The Jackson County Tax Computation Report arrived from the Jackson County Clerk's office. The new rate is 0.38940.
2. The Board received a thank you letter from Erin Steinsultz.

Financial report.

1. Approval of bills payable up to and including bills due July 16, 2023, to August 15, 2023.
The Finance Manager requested to pay the complete amount of \$35,246.10 due to West Bend Mutual Insurance Company for general library insurance instead of making monthly payments. Julian Pei moved. Joyce Hayes seconded. MOTION passed unanimously.
2. Acceptance of the financial report for June 2023. Moved by Roland Person. Seconded by Susan Tulis. MOTION passed unanimously.
3. The Director and Finance Manager would like to add board members to the library's Illinois Funds account for security purposes. The Board President suggested that members of the Finance Committee be added to the account.

Librarian's report.

1. Building and grounds maintenance.
 - a. Trustee Philip Brown expressed concern about the poor condition of Monroe Street. The Director will contact the City to determine whether the street can be repaired.
 - b. The carpet near the restrooms and water fountain was cleaned on Monday, July 3. The library opened two hours late to allow the carpet to dry. The Director reported that the carpet looks better after cleaning but needs replacement in the future due to its condition.
2. Illinois Public Library Annual Report (IPLAR).
 - a. Talked about report highlights, including an increased number of active library card accounts and program statistics. The report was submitted to the Illinois State Library before the deadline of June 30, 2023.
3. The Director hired a part-time Youth Services Assistant. Teen and Youth Librarian Liz Hartman will transition to a Programming and Outreach Librarian position in August. The Director has begun internally searching for a Teen and Youth Librarian/Coordinator.
4. Carbondale Public Library has a newly released app, SHARE Mobile Library, that allows patrons to find books, place holds, and use self-service to check out items.

Committee reports.

None.

New business.

None.

Other.

1. Patron behavior.
None.

Unfinished business.

None.

Adjournment.

Meeting adjourned at 4:57pm.

Respectfully submitted:

Susan Tulis, Secretary

Prepared by: Jennifer Robertson, Library Director

Board Meetings for 2023. 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 11, February 8, March 8, April 12, May 10, June 14, July 12, August 9, September 13, October 11, November 8, December 13, 2023.