

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, April 27th, 2016
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:02 pm.

Members Present:

Gary Denué
Pete Fornof
Emily Gates
Kim Harrison
Bob LaRose
JoAnn Nabe
Gloria Zupanci

Members Absent:

Francie Powell
Sharon Whittaker

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt.

B. Disposition of regular minutes:

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the board meeting minutes for Wednesday, March 30th, 2016.

Motion carried.

C. Communications:

A representative from Ross Dress For Less – a new store opening in July in Edwardsville – emailed Susan offering to give a donation to the Library Friends as part of their grand opening. Susan will notify the Friends so that someone is on hand to accept the check at the store on July 16th.

Twenty-year staff member Lorraine Levy sent a card to her “library family” thanking them for her anniversary recognition gift and for all the years she’s valued working at the library.

D. Committee Reports:

1) Building

The board reviewed the building plans and cost estimates submitted by Joe Huberty. The board agreed to ask Joe to resubmit a package with the following two options: Option 1 B (+2) – and – Option 2 B (+2). These two options will be presented at a meeting with the

Mayor, Tim Harr, Bob, Pete, Gary, Susan, and Joe Huberty by phone if possible. Susan will try to arrange for this meeting to take place before the May board meeting.

2) *Personnel*

Youth Librarian Megan Prueter requested that the hours of Youth Assistant Kristen Reno be increased from 30 to 35 per week, and that the “Program Aide” position remain unfilled at this time, with those hours to be put back into youth circulation. The Board agreed to this change.

Bob mentioned that during Susan’s annual evaluation it became apparent that the library policy manual has wording that states the board should be involved in recommending who the Director can hire for other administrative library positions. Bob said that in his experience as a long time board member that this has never been the case – that the Board hires the Director and that the Director uses his/her own discretion to hire other subordinate staff. Susan presented wording from *Illinois Library Laws & Rules*, and the *ILA Trustees Fact File, Fourth Edition*, which both supported Bob’s assertion. Bob volunteered to revise the wording in our policy to reflect this and the Board agreed. The revisions will be presented for a vote at the May, 2016 meeting.

3) *ELFs*

Susan reported that the annual ELF volunteer thank you lunch will be held on Friday, May 20th from 12-2, and that all board members are invited.

4) *Finance*

Motion by Emily Gates, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$104,004.73.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$8,045.71.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

E. Illinois Heartland Library System

Gary reported that some lay-offs have begun due to continual lack of funding, and that people who resign are not always being replaced. Delivery will remain a number one priority for spending limited funds. If the approved, reduced amount of state funding does eventually come through, the system has enough funds to last twenty-four months. There has been discussion that SHARE might incorporate so that they can stand alone and not be affected if IHLS has more extreme financial difficulties down the road.

F. Librarian-Director Report

Susan received an inquiry from the Mayor's secretary regarding the renewal of board appointments for Sharon Whittaker, Gloria Zupanci, and Francie Powell. Susan answered in the affirmative and these board members should be receiving phone calls from the Mayor soon to confirm.

Susan reported that she has spoken to the *Intelligencer* reporter Steve Harrell about getting more articles about the library "above the fold" in the newspaper. They agreed to a routine to facilitate this coverage and soon there will be articles about our new online resources, fine amnesty week in May, and other events.

Susan reported that we have replaced the Rosetta Stone language learning database with Mango, which we had previously. Rosetta Stone's name recognition did not make up for its poorly performing phone app and its limited courses beyond very entry level. We've also purchased Consumer Reports, Novelist (readers' advisory database), and Hoopla – a streaming service for video, audio, ebooks, comics, and music. We also purchased Lynda.com – a very respected business and educational software training platform that we believe will be popular.

Our telescopes continue to circulate and a patron posted a very nice image of the moon to Facebook that was taken with their phone through the telescope lens.

Susan reported that our staff development day on April 22nd was very successful. The staff divided into two groups in the morning to take field trips to Six Mile Regional Library in Granite City, and to O'Fallon Public Library. Both of these libraries have undergone recent renovations and Susan and Cary shared what the group learned. Three board members: Sharon, Gary & Pete, joined the staff for lunch and some of the afternoon program, which included the history of the library by presenters Mary Westerhold and Carol Stephens. We ended the day with database and library technology training. Mayor Hal Patton stopped by at Susan's request and told the staff about upcoming development in the city. He referred them to a city website (www.cityofedwardsvillecondev.com) which keeps up to date with city development information.

Susan reported that classes have been scheduled for summer to train the community about the 3D printer. There will be a demonstration class on the software used to create objects, and plans are being made to provide a hands- on design class as well.

Susan handed out a “3D printer use policy” for the board to review. They approved the policy with some wording changes and it will be added to the policy manual.

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the 3D Printer Use policy with agreed upon wording changes.

Motion carried.

Susan reported that she is sending the media drop box back to the company for a refund. This is the third box from this company that we’ve tried and all of them have leaked in the rain. Susan is exploring other options.

G. Unfinished Business

None.

H. New Business

None.

I. Presentation to Board

None.

J. Adjournment

Motion to adjourn by Emily Gates, seconded by Kim Harrison. The meeting was adjourned by President LaRose at 8:34 pm.