

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, April 30, 2014
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

Francie Powell called the meeting to order at 7:10 pm.

Members Present:

Gary Denué
Kim Harrison
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Pete Fornof
Emily Gates
Bob LaRose

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Sharon Whittaker, seconded by JoAnn Nabe, to approve the minutes of the Wednesday, March 26th Board meeting.

Motion carried.

C. Communications:

Susan received a letter from the Chamber thanking the library for a gift basket donation for their annual awards dinner. We also renewed our membership with the Chamber and received a confirmation letter.

Susan received a phone call from the United Way renewing our designation as a “cooling and warming center.” The library is listed when people call 211 for community resources on the phone or on the United Way website www.211helps.org.

Susan received a letter from the Madison County Health Department. During public sessions held at the library, they enrolled 26 people in Medicaid, 28 in marketplace insurance plans, and counseled 104 people. A total of 286 people attended their presentations at the library in the last year.

D. Committee Reports:

1) *Building*

Susan reported the library alarm service was switched to TechElectronics. A new alarm panel has been installed, and it is very easy to set and read.

The gutters on the library have been cleaned by Randy Leitner.

Susan reported that Kane Mechanical changed the HVAC filters on April 25th and switched the system from heat to A/C.

The furniture purchased by the ELFs has arrived.

Soft seating for the reading room is on order. The old furniture will be picked up by the Salvation Army.

2) *Personnel*

Susan and Cary conducted annual staff evaluations. There was a good give and take of constructive feedback. Several points of interest:

- Five staff members may be leaving in the fall – two for college, one recent college grad looking for a teaching position, one person moving to Texas, and Alana, who would like to devote more time to her art career.
- Zach Henderson is the co-author, with his anthropology professor, of a children's book which will be published in the fall. He would like to pursue a MLIS after graduation from SIUE.
- Karen Klaus expressed an interest in learning some processing, and Tammy Green said she would like to help out with programming.

3) *ELF*

Sharon reported that the ELFs will purchase a painting for the adult library entitled "Bowl of Cherries" by Margaret Iler for \$150.00. The painting is currently part of an Edwardsville Art Center display at the library.

4) *Finance*

Motion by Gary Denué, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$80,192.43.

Roll call:

Denué – yes

Harrison – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

Powell – yes

Motion carried.

Motion by Gary Denué, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$36,302.96.

Roll call:

Denué – yes

Harrison – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

Powell – yes

Motion carried.

The Library received the per capita grant in the amount of \$30,345.00.

E. Illinois Heartland Library System

Susan reported the following:

- The board will be elected at the next IHLS meeting.
- A VITEL upgrade was completed to improve long distance meetings via internet.
- System member expansion is a major focus.

F. Librarian-Director Report

IHLS is required to post each member library's non-resident fee method on their website. They request that the Board pass a motion to reaffirm EPL's billing method for non-resident card fees.

Motion by Sharon Whittaker, seconded Gloria Zupanci to approve that non-resident fees will be determined by the tax bill method for FY 2014-15.

Motion carried.

Susan reported that the Passport project did not get a grant for printing the passports.

Participating libraries will be contributing \$100.00 each. Sharon offered to have the ELF's pay for this contribution.

Susan reported that our downloadable music service, Freegal, will be offering streaming music (3 hrs/wk). The library will include this new feature for our patrons.

Staff Development Day was held on Friday, April 26th. The day was very productive. We discussed financial transactions in Polaris, allowed time for staff Q&A on various topics, and had CPR training in the afternoon. Thirty staff members are now certified for CPR and AED.

Susan reported that she submitted the Library's annual report to the city.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by JoAnn Nabe, seconded by Kim Harrison. The meeting was adjourned by Francie Powell at 7:50 pm.