

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, February 26, 2014
Time: 7:08 pm
Place: Meeting Room

Call to order and roll call of members:

Vice President Fornof called the meeting to order at 7:08 pm.

Members Present:

Gary Denué
Pete Fornof
Emily Gates
JoAnn Nabe
Francie Powell
Sharon Whittaker

Absent:

Kim Harrison
Robert LaRose
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Emily Gates, seconded by Gary Denué, to approve the minutes of the Wednesday, January 29th Personnel Committee meeting, Finance Committee meeting, and regular Board meeting (one typographical error on Board minutes will be corrected on final version).

Motion carried.

C. Communications:

Susan received a letter from Illinois State Librarian Jesse White regarding the per capita grant award. The library will receive \$30,366.25 (\$1.25/person from a 24,292 population base).

Susan reported that the University of Illinois Master Gardener Program asked the library to be a ticket purchase location for their June Edwardsville/Glen Carbon garden tour. We will be selling these tickets May 8 – June 14th.

Susan reported that she will allow the Red Cross to hold a blood drive at the library on May 15th.

D. Committee Reports:

1) *Building*

The stair railing painting project in the library has been completed by Dannix. Since the main stairway was in the worst shape, they applied 3 coats of paint to those railings (rather than two like the rest). There will be a one year warranty on the complete job. Additionally,

per Anne Wolfe's request and approved by Susan, Dannix painted a main wall in the Teen section of the library for \$350.00.

Schultz Door Co. completed the work to the outer main doors as previously approved.

2) *Personnel*

Susan requested that Jill Schardt's position as Bookkeeper be changed to full time status with benefits due to Jill's integral and expanded role at the library. Susan reported that the existing budget is adequate to cover this change. The Board agreed and requested that Susan provide an updated job description and job title for the position at the next board meeting.

As requested, Cary prepared a spreadsheet for board review comparing Edwardsville Public Library hourly pay for circulation staff, pages, and maintenance staff with similar libraries in Illinois. IPLAR stats compiled by Robert Jones of the Illinois State Library, and information gathered through phone calls with library directors, were used to create the report. The similar libraries were chosen based on population, total revenue, and non-union staff.

3) *ELF*

Sharon reported that the ELFs held their meeting via email due to bad weather conditions.

- They approved the purchase of twenty-two puppets and a puppet tree for the Youth Department. Anne Wolfe decided to use one puppet tree and she will rotate puppets every few weeks.
- The ELFs are in the process of purchasing a new book cart to use in Carnegies.
- There are still plans to help the Washington, IL library as previously discussed, but the donation has not been made yet.
- The two benches previously purchased by the ELFs for use near the DVD collection in the adult library have worked so well that the ELFs have agreed to purchase one more.
- The ELFs plan on replacing several of the very old upholstered benches that are used for patron seating in various parts of the adult library. The existing benches are very worn and dirty. Susan will provide buying options.

4) *Finance*

Motion by Emily Gates, seconded by Francie Powell, to approve the February pre-paid bills in the amount of \$63,601.59.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Motion carried.

Motion by Emily Gates, seconded by Francie Powell, to approve the March bills to the City Clerk in the amount of \$32,750.35.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Motion carried.

E. Illinois Heartland Library System

Cary participated in the February 12, 2014 “Connect with Leslie” online chat. She summarized IHLS board news in her Assistant Director’s report. Highlights include:

- There are now 200 member libraries that are participating in the 3M ebook grant program. The library has seen an increase from 30 checkouts to 70 checkouts from December to January. The ebooks are available through the catalog and patrons are really enjoying the service.
- IHLS has a new webform on their site where library closings can be easily posted. This has come in handy during this harsh winter where early closings were necessary. This provides a handy go-to source to quickly view all the libraries that are closed at once.
- Library directors have been asked to complete resource sharing and consulting surveys so that IHLS may better prepare their long range plans.

F. Librarian-Director Report

Susan reminded the board that the library will be a polling place for the general election on March 18th for precinct nine. This will be a general primary election.

Susan decided to close the library early on Tuesday, February 4th at 5:00 pm due to inclement weather and dangerous driving conditions.

Susan attended the semi-annual SHARE Directors’ meeting in Effingham on Wednesday, February 19th. There was a discussion of future items to be voted on: circulation best practices and delivery schedules. Susan reported that the library is currently participating in a delivery pilot program for libraries that send out interlibrary loan items five days a week. The system continuously looks for ways to improve delivery service.

The library will be donating a basket to the Chamber annual awards dinner. The basket will feature new books that will be made into movies in 2014, plus a movie theater gift card, popcorn and bowls.

Susan reported that Royal Solutions removed Firefox from the patron computers, keeping only Internet Explorer as the browser option because it is easier to manage and secure against viruses. Royal Solutions also completed the library hardware upgrade that was previously approved on Sunday, February 16th. The Windows 7 update will be scheduled soon.

Susan, Cary, Judy and Anne met with Josh Elmore, web designer, to discuss the Youth, Kids, and Research website pages.

On the Illinois Heartland Library Directors' list serve, a formal gun policy was posted by Illinois attorney Phil Lenzini. The board suggested that Susan edit the policy for library use and present the text at the next board meeting.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Emily Gates. The meeting was adjourned by Vice President Fornof at 7:55 pm.