

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 27, 2016
Time: 8:00 pm
Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 8:05 pm.

Members Present:

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

Absent:

Kim Harrison
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by JoAnn Nabe, to approve the minutes of the Monday, November 30th, 2015 Board meeting.

Motion carried.

C. Communications:

None.

D. Committee Reports:

1) *Building*

Susan distributed the agreement proposal from Engberg Anderson Architects for preliminary design services for possible library expansion, and Gary explained the provisions. The board agreed to hire Engberg Anderson as detailed in agreement.

Motion by Gary Denué, seconded by Joann Nabe, to approve the agreement for architectural design services from Engberg Anderson Architects for \$10,000.00.

Roll call

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes
Motion carried.

Susan reported that there is a roof leak over the Business Accountant’s office ceiling. Renaissance Roofing has provided two bids, the second of which is higher at prevailing wage rates of \$20,052.00, to repair cracks in the tile roof. The board agreed to hire Renaissance Roofing to repair the roof, using the prevailing wage bid if advised by the City to do so.

Motion by Emily Gates, seconded by Francie Powell, to approve the bid from Renaissance Roofing to repair leak in tile roof on west side of building, not to exceed \$20,052.00.

Roll call

Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes

Motion carried.

2) *Personnel*

Due to the lack of a quorum, the Personnel Committee meeting did not take place. The full board discussed the personnel budget. **Motion** by Francie Powell, seconded by Gary Denué, to set the personnel budget for FY 2016-2017 at \$661,474.00.

Roll call

Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes

Motion carried.

3) *Finance*

Motion (via December email communication) to approve the December prepaid bills in the amount of \$67,311.05, and the January bills to the City Clerk in the amount of \$29,472.78.

Motion carried (via December email communication)

Motion by Emily Gates, seconded by Gary Denué, to formally approve the December prepaid bills and the January bills to the City Clerk as listed above:

Roll call

Denué – yes
Fornof – yes
Gates – yes

Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes
Motion carried.

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the January pre-paid bills in the amount of \$59,126.29.

Roll call
Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes
Motion carried.

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the February bills to the City Clerk in the amount of \$13,228.46.

Roll call
Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes
Motion carried.

Motion by Emily Gates, seconded by Pete Fornof to set the FY 2016-2017 budget at \$1,360,705.00 for revenue and \$1,360,705.00 for expenditures.

Roll call
Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes
Motion carried.

4) *ELF*

Sharon reported:

- Annual membership letters were sent out. The letters offer new membership level choices and information about volunteering.

- The 3D printer has been purchased and is currently being kept in the Youth Department as staff are trained to use it.
- A new refrigerator was purchased to store food items for Adult and Youth programs. It was placed in the staff kitchen where an old candy machine used to be. The ELF's now sell candy in Carnegie's.
- The ELF board decided not to move the Andrew Carnegie mural in Carnegie's to make room for shelving. Instead, the public copy machine was moved back by the Adult Services desk so that wall space was freed up near the Carnegie's food counter to build shelves.
- Approximately \$200 was made during the Christmas gift wrapping fundraiser. The ELF's will reevaluate days and times for next year for optimal public interest.

E. Illinois Heartland Library System

Gary reported that the lack of an approved Illinois state budget will continue to have negative consequences for the library system. IHLS's per capita grant will be reduced this year by 42%. Core services will be affected. It has been predicted that FY 2017/18 grant distribution will be reduced significantly as well. To deal with these extreme budget cuts, several options are being analyzed:

- Offering IHLS SHARE services to libraries in our northern counterpart RAILS. Adding additional libraries may help fund administrative and service costs.
- Continued study of locating a central service center to optimize delivery route allocations.
- IHLS will have to discontinue its funding of visually impaired services (Talking Books). Hopefully, this expense will revert back to ISL funding.

F. Librarian-Director Report

Susan reported that there were several new library policies that needed to be discussed. The board agreed to look at drafts of revised and new policies at a future date, with the option to convene a board committee to review the entire policy manual if necessary. Cary will begin the process for Susan's and the Board's review.

Susan asked that the library be closed on Friday, April 22nd for a staff development day. Bob suggested, and the board agreed, that board members might have a meet and greet during the lunch break so that the staff and board members can get to know each other better.

Motion by Emily Gates, seconded by JoAnn Nabe, to close the library for staff development day on Friday, April 22, 2016.

Motion carried.

Susan reported that we held a staff meeting on Friday, January 22nd. Police officer Matthew Hodskins gave a refresher presentation on armed intruders, and Anne went over our Code Adam policy for lost children in the library. We also had a roundtable discussion about Polaris updates and library procedures.

Susan reported that the staff have requested long sleeve T-shirts to wear at work with the library name and the word "staff" printed on them. Anne will be placing orders soon.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gary Denu. The meeting was adjourned by President LaRose at 9:10 pm.