

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 29, 2014
Time: 7:15 pm
Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 7:15 pm.

Members Present:

Pete Fornof
Emily Gates
Kim Harrison
Robert LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Gary Denué

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Kim Harrison, seconded by Francie Powell, to approve the minutes of the Monday, November 25nd Board meeting (one typographical error will be corrected on final version).

Motion carried.

C. Communications:

Susan received an invitation to the Annual Chamber of Commerce Gala and Auction, which will be held on March 8, 2014. Outstanding community service awards are presented at this event.

D. Committee Reports:

1) Building

Susan reported that she switched to a new door company, H.G. Schultz Door Co., a certified servicer of our library door brand, because of continued problems with the main entry doors. Weather permitting, she has scheduled work on the main entrance doors as recommended: new caulk, new hinges as needed, and shaving a fraction off the top of one steel door to keep it from scraping door frame.

Due to observations of cigarette butts being tossed near the library doorways, two outdoor cigarette receptacles have been purchased and placed fifteen feet from both the east and west entrance doors.

Susan reported that the walls in the reading room have been repainted. Work also began in late January to paint the stairway railings. This job will be done in phases to best accommodate patron access to the upper and lower levels of the building.

The previously approved roofing repairs were completed by Renaissance Roofing on January 4th.

Susan reported that a three year contract with Goshen Building Care has been renewed.

2) *Personnel*

Kristen Reno, an MLS student and library volunteer, has been hired temporarily for ten hours a week to help with cataloging backlog.

Anne Wolfe added two new part-time employees, Kerste Fultz and Megan Jackson.

Susan reported these staff anniversaries:

5 Years

- Joyce DeValk, Circulation Clerk
- Cary Harvengt, Assistant Director
- Katherine Rose, Overdues/Circulation Clerk
- Anne Wolfe, Youth Services Librarian

10 Years

- Alana Tibbets, Social Media Development Coordinator/Circulation Clerk

20 Years

- Susan Carr, Librarian-Director

Motion by Francie Powell, seconded by Pete Fornof, to set the personnel budget for FY 2014-2015 at \$653,300.00.

Roll call:

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

3) *Finance*

Motion (via email) was approved for the December prepaid bills in the amount of \$54,682.91, and the January bills to the City Clerk in the amount of \$36,001.97.

Roll call (via email):

Fornof – yes

Gates – yes

Harrison – yes

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

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the January pre-paid bills in the amount of \$79,302.96.

Roll call:
Fornof – yes
Gates – yes
Harrison – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes
Motion carried.

Motion by Emily Gates, seconded by Francie Powell, to approve the February bills to the City Clerk in the amount of \$36,826.31.

Roll call:
Fornof – yes
Gates – yes
Harrison – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes
Motion carried.

Motion by Bob LaRose, seconded by JoAnn Nabe that the budgeted revenue and expenditures for FY 2014-2015 be set at \$1,324,000.00

Roll call:
Fornof – yes
Gates – yes
Harrison – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes
Motion carried.

Susan reported that it would be difficult to spend the balance of the Herscher memorial non-fiction fund before the end of FY 2013/2014. Bob LaRose recommended an amendment to increase the total FY 2014-2015 budget on both the revenue and expenditure sides by the amount of \$15,700.00 to include the remaining balance of the Herscher memorial fund.

Motion by Kim Harrison, seconded by Emily Gates that an amendment to the budgeted revenues and expenditures for FY 2014-2015 be raised by \$15,700.00 to accommodate the carry-over of the Herscher memorial fund.

Roll call:

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

4) *ELF*

Sharon reported that the ELFs raised \$217.25 in donations for the Christmas gift wrapping program. They also purchased the library's poinsettias for display over the holidays.

The ELFs have purchased a piece of art for the library from the Edwardsville Arts Center rotating displays. This framed photograph, called "Make a Wish" by Maxine Callies, is hanging near the reference desk.

Three ergonomic floor mats were purchased from ELF funds, two for the adult circulation and one for ELF volunteers at Carnegies.

Sharon reported that she is looking into details to possibly help the library in Washington, IL that was damaged by a tornado in late 2013. Many library books were lost in the storm.

E. Illinois Heartland Library System

The proceeds from the property sold by IHLS were reported to be \$553,000.00.

F. Librarian-Director Report

Susan reported that she would like to schedule a staff development day for Friday, April 25th, 2014. The fire department will provide CPR and AED training. Additionally, we will provide staff training on Polaris and new e-reader products.

Motion by Emily Gates, seconded by Gloria Zupanci, to approve a staff development day for Friday, April 25th, 2014.

Motion carried.

Susan reported that due to patron and staff complaints about very slow internet speed (both hard wired and wi-fi), she and Cary met with Royal Solutions to discuss what needs to be done to improve the situation. Charter Communications confirmed that their incoming speed to the

building was very good. It has been determined by Royal that we need new hardware: firewalls, switches and more wi-fi access points. The Board agreed that the work should go forward after further consultation and price comparison. Susan will follow-up. Pete Fornof also suggested that the library upgrade the public computers to Windows 7 (from Windows XP) before support for XP gets cut back in April. Royal will also be removing the Mozilla Firefox browser from all public computers in favor of Internet Explorer because of patron privacy issues that cannot be completely controlled on Firefox.

Susan reported that she received a \$75 holiday gift card to Castellii's Restaurant in Alton from Kane Mechanical. She will use the gift card toward a future shared library staff meal.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Pete Fornof. The meeting was adjourned by President LaRose at 8:43 pm.