

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, July 30, 2014
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
Bob LaRose
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Pete Fornof
Emily Gates
Kim Harrison
JoAnn Nabe

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Sharon Whittaker, seconded by Gary Denué, to approve the minutes of the Wednesday, June 25th board meeting.

Motion carried.

C. Communications:

Susan received a note from newly certified real estate agent Cathleen Keasey thanking the library for providing real estate books that helped her get her license.

Bob LaRose, in his capacity as board president, received a legal notice through certified mail regarding a proposed annexation of land by Tri-Township Public Library District (Troy, IL). Several area libraries received the same notice. No action required.

D. Committee Reports:

1) *Building*

Susan reported the following items:

- A leak in the roof over the Technical Services Department (north end of building) was repaired.
- New carpet in the main adult reading room and stacks has been installed.
 - The carpet installers damaged our new upholstered couch and have agreed to pay for a replacement.

- Exterminators treated the lower level meeting room for roaches.

Susan reported that painting of exterior green roof trim had been previously discussed. The Board decided to postpone discussion until Spring 2015.

The north wall of the reading room has been cleared and the purchase of two ranges of shelving would alleviate crowding in non-fiction. The cost of the shelving has been priced at \$2,282.00.

Motion by Sharon Whittaker, seconded by Gloria Zupanci, to approve the purchase of two shelf ranges for non-fiction.

Roll call:

Gary Denué – yes
 Francie Powell – yes
 Sharon Whittaker – yes
 Gloria Zupanci – yes
 Bob LaRose – yes

Motion carried.

Susan reported that the Montclair book drop needs to be replaced. The existing box is old, rusted and leaks. A new book drop will cost approximately \$4,000.00.

Motion by Gary Denué, seconded by Francie Powell, to approve the purchase of a new book drop for the Montclair location.

Roll call:

Gary Denué – yes
 Francie Powell – yes
 Sharon Whittaker – abstain
 Gloria Zupanci – yes
 Bob LaRose – yes

Motion approved with absentia.

2) *Personnel*

Informal notifications of retirement have been submitted to Susan from Head of Reference Judy Thompson (leaving end of December 2014) and Sara Skelly, Circulation clerk (leaving end of October 2014). Susan expects formal letters from each soon.

Susan reported that it would facilitate library scheduling and service to patrons to discuss adding a second 30+/-hour person to the circulation staff for the next FY budget.

3) *ELF*

Sharon reported that the ELFs collected \$272.88 in proceeds from the band concert book & treat sale.

Items purchased for both the summer reading programs by the ELFs this summer include: performers for the youth program, hiring an ice cream truck for the youth kick-off party, and prizes for both the adult and youth reading program winners.

The ELFs have decided to put a temporary hold on book donations so that their storage room can be cleaned and reorganized to make room for new items.

4) *Finance*

Motion by Gary Denué, seconded by Gloria Zupanci, to approve the pre-paid bills in the amount of \$90,914.89.

Roll call:

Gary Denué – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Motion by Gary Denué, seconded by Francie Powell, to approve the bills to the City Clerk in the amount of \$49,982.96.

Roll call:

Gary Denué – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

E. Illinois Heartland Library System

Gary Denué reported that he has been appointed the Freedom of Information Act Officer for the IHLS board.

F. Librarian-Director Report

Susan gave an overview of our Edge survey (funded by the Gates foundation) – a per capita grant requirement. EPL scored a 720 out of 1000 points. The survey covered community assessment, technology plans implemented, and the frequency of revisiting library policies. The board agreed that some aspects of the survey were not practical for a library of this size to address.

Susan distributed copies of the library's most recent long range plan (2004 w/2007 update). Per board member request, she confirmed which items have been accomplished and the status/reasons of items that have not. She would like to continue to focus on weeding the collection and readers' advisory.

Susan distributed a building project timeline that had been started in the past and was updated by Jill Schardt, as a good way to keep track of major building projects completed with dates.

Susan reported that circulation is up in both print and e-books.

Susan has not received a reply from Rich Hampton regarding a library surety bond.

G. Unfinished Business

None.

H. New Business

None.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gloria Zupanci. The meeting was adjourned by President LaRose at 7:51 pm.