

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, June 25, 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 7:01 pm.

Members Present:

Gary Denué
Pete Fornof
Emily Gates
Kim Harrison
Bob LaRose
JoAnn Nabe
Sharon Whittaker
Gloria Zupanci

Absent:

Francie Powell

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Sharon Whittaker, to approve the minutes of the Wednesday, May 28th board meeting.

Motion carried.

C. Communications:

Susan received a letter from the Madison County Genealogical Society thanking the library for purchasing 12 new books for their collection. Topics include how to read early American handwriting and researching the “hidden half of the family” (women), to name a couple.

Susan received a letter from Mayor Patton supporting David Cassens as a possible future board member.

Cary received an email from Barb Rhodes, the Director of the Mississippi Valley Library District in Collinsville. Barb brought her grandchildren to our library and had a great experience. She complimented our friendly staff and welcoming atmosphere.

D. Committee Reports:

1) *Building*

Susan reported that she had an old study carrel removed from the north wall of the reading room to make space for adding four ranges of shelving (7 shelves each) to that area of the stacks after the new carpet is installed.

Susan spoke to Jeff Berkgigler, the City Attorney, about when to go out for bids. He said that if the job is specialized enough we do not need to go out for a formal bid over \$20,000.00.

Susan provided carpet samples and gave an overview of two bids for getting the old carpet in the adult reading room and book stack area replaced. The carpet can be installed in sections, after hours, by raising the stacks. Project should take 5-6 days with minimum inconvenience to patrons.

Motion by Emily Gates, seconded by Gloria Zupanci, to approve the bid from Flooring Systems, Inc. for the amount of \$29,809.00 to raise the stacks and install new carpet in the adult reading room and stack area.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe -- yes
Sharon Whittaker – yes
Gloria Zupanci – yes
LaRose – yes

Motion carried.

Susan reported that the last of the old upholstered furniture from the reading room was removed and taken by McKendree College before the new chairs and couch were delivered.

The landscaping along the west side of the building (Kansas St.) has been mulched and a new tree planted by Country Rose. Susan reported that Naturescapes, the landscapers that have routinely handled the east side of the building, cannot be reached. Country Rose will look at that area and give a bid.

2) *Personnel*

Susan has had a time clock installed, similar to the model used by the City of Edwardsville, to help make time keeping more consistent and to heighten time awareness.

Susan reported that several staff members will be leaving in July and August: Riley Willoughby (Custodian) is moving to Texas at the end of July, Ike Day (Youth Assistant) is retiring at the end of August, and Alana Tibbets (Social Media Coordinator/Circ) will be leaving to pursue her art career at the end of August. Melissa George and Jacob Veitch, shelvers, will be leaving in July to pursue college in other locations.

3) *ELF*

Sharon reported that the ELFs will man the band concession on July 10th. Donated baked goods will be offered for sale and donations of paperbacks and baked goods will be collected.

The public has donated a total of \$1,400.00 to the ELFs so far as a memorial to Dale Bailey.

Sharon suggested that the ELFs may buy another R2D2 robot for the youth department because they are so popular and have a long hold list.

4) *Finance*

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$63,864.47.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe -- yes
Sharon Whittaker – yes
Gloria Zupanci – yes
LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$41,150.68.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe -- yes
Sharon Whittaker – yes
Gloria Zupanci – yes
LaRose – yes

Motion carried.

Susan reported that the extra line item under AT&T is for a burglar and fire alarm switch.

E. Illinois Heartland Library System

Gary Denué presented a recap of the monthly meeting. Gary has been elected to the IHLS board.

F. Librarian-Director Report

Susan reported that many libraries are considering self-checkout systems for future use. They provide privacy to patrons and quick service. She will be meeting with a salesman in July to find out details and costs.

Susan received a verbal thanks from the City regarding their “Relay for Life” event on June 27th. The library donated a basket of books and library paraphernalia with a theme of creating hope in one’s life.

Susan reported that she gave permission to an SIUE student to conduct a survey at a table in the library on how animals affect our lives.

G. Unfinished Business

Susan reported that she asked Dennis McCracken about the library surety bond. The IPLAR statistics show that we’ve had a bond in place as far back as 2005 (\$250,000 bond). The board suggested that Susan follow up with Rich Hampton to get more details.

H. New Business

JoAnn Nabe brought up the fact that the board might want to re-visit the most recent long range plan to see if all the projects recommended have been completed. She specifically wants to discuss the genealogy room and possible expansion of services.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by JoAnn Nabe. The meeting was adjourned by President LaRose at 8:29 pm.