

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, March 30th, 2016
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:00 pm.

Members Present:

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

Members Absent:

Kim Harrison
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, Research & Adult Services Librarian Jacob Del Rio, and Joe Huberty of Engberg Anderson (*via phone*).

The Board discussed concept drawings for four variations of expansion plans with Joe Huberty. Joe was able to answer questions, clarifying our expansion options. The Board asked Joe to submit cost estimates for each variation so they can schedule a meeting with the City.

B. Disposition of regular minutes:

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the board meeting minutes for Wednesday, February 24th, 2016.

Motion carried.

C. Communications:

Susan reported that she received the per capita grant letter indicating the library would receive \$18,726.26 in funds for the upcoming FY, but that these funds may be significantly delayed and must be used by June 30th, 2017.

Susan reported an interesting discussion she had with a patron, who asked if we had a land line phone she could use to check her pacemaker. Apparently, cell phones don't work for this test. Susan had a letter from an inmate in a Taylorville, IL facility asking for information on a variety of subjects.

D. Committee Reports:

1) *Building*

Susan reported that we passed our elevator inspection on March 7th and we will apply for the certification paperwork.

Susan reported that she wanted to remove an old stove from the staff kitchen that never gets used. The board agreed.

Susan showed the board an evening photo of the library exterior taken by Scott Evers. We are ordering a larger print on metal to hang in the library.

2) *Personnel*

We had an open house farewell party for Anne Low on March 13th.

Megan Prueter has been hired as the new Youth Services Librarian. She has posted a job description on the IHLS system website to advertise for her replacement.

Susan reported that she has narrowed down her candidate list for Circulation Manager and will have that decision made soon.

Francie asked the Board to stay for an Executive Session after the regular board meeting to discuss the Director's annual pay rate and evaluation.

3) *ELFs*

Sharon reported that new EPL book bags are now for sale in the library for \$7.00 each.

The "Are You In Need?" toiletries bags for men and women, purchased by the ELFs, have been successful and most have been taken. Sharon will make more.

4) *Finance*

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$64,533.69.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Gary Denué, to approve the bills to the City Clerk in the amount of \$82,384.11.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes
Motion carried.

Susan asked if the Board wanted to pay Engberg Anderson their fee in the current FY since the money is available. The Board agreed and Susan will request a bill.

E. Illinois Heartland Library System

None.

F. Librarian-Director Report

Susan discussed the various ways other libraries link patron family accounts. This can be useful if parents have delinquent accounts and use their valid children's cards to check out adult material. But it can also block children from checking out materials if their linked parents are blocked. Some libraries have cards issued by specific age groups to help with this problem. Susan suggested that she might order new cards for youth patrons, limiting checkouts to youth materials. The board agreed that this might be useful.

Susan reported that the library will have an Amnesty Week to forgive fines in the near future.

G. Unfinished Business

The Board dismissed Susan and Cary so they could have a closed executive session to discuss Susan's annual evaluation process and pay rate. The session concluded at 9:25 pm. Susan was informed that she would have her evaluation with Bob and Francie on Monday, April 4th.

H. New Business

None.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gary Denué. The meeting was adjourned by President LaRose at 9:27 pm.