

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, August 28, 2013

Time: 7:00 pm

Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 7:04 pm.

Members Present:

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

Absent:

Kim Harrison

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, Secretary-Bookkeeper Jill Schardt.

Jill, Susan, and Emily discussed their visit with Rich Hampton, City Treasurer, and Dennis McCracken, City Clerk, at City Hall on August 6th regarding the special reserve fund. Jill reported that from the City's perspective, the "Unreserved Fund Balance" (line item 3850 on the Balance Sheet) is undesignated and therefore not allocated for any specific purpose. The Board instructed Susan to formally request, via email, that the fund be re-named the "special reserve fund," citing the September, 25th 2002 ordinance 02-02 as the basis for this request, and with the understanding that the amount is available for use at any time. The total fund will remain at \$500,000.

Susan reported that the Library does not have FEMA rated flood insurance but is insured for flooding due to rain or accident (ie. failure of sump pump, sewer) under the City policy by Public Municipal League Risk Management Association. Pete Fornof said he would investigate if there are any sub-limits to this insurance and what the deductible is per occurrence.

B. Disposition of regular minutes:

Motion by Pete Fornof, seconded by Gary Denué, to approve the minutes of the Wednesday, July 31st Board meeting.

Motion carried.

C. Communications:

Susan reported that she received a letter from 8th grader Sydney Kolnsberg, who lives outside the city limits, wanting a “free” library card. She responded via letter explaining our library card policy.

D. Committee Reports:

1) Finance

Susan reported that she submitted a preview of the narrative question answers to the FY 2014 Illinois Public Library Per Capita grant application to Mary Downing, Specialized Services Consultant at the State Library for review. The answers were approved.

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the per capita grant as completed by Susan.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

Motion by Emily Gates, seconded by Gary Denué, to approve the bills to the City Clerk in the amount of \$39,973.27

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Gary Denué, to approve the prepaid bills in the amount of \$68,031.86

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

2) Building

Susan reported that the building alarm battery died without warning on August 13th. She was notified by the cleaners. Central District Alarm came and replaced it.

The Youth hallway carpet has been cleaned, as well as spots in the meeting room and upstairs reading area.

The Library donated surplus end rolls of carpet and floor tiles. Habitat for Humanity picked them up.

A contract has been signed with Renaissance Roofing, Inc. in St. Louis for the roof repair. The repairs are scheduled for January 2014.

A signed agreement with Thyssenkrupp Elevator Americas for installation of the elevator phone/button has been submitted. The existing phone line will be used to call the alarm company. The work is to be scheduled.

Kane will replace the blower bearing in the heating system in October.

The library phones have been programmed to include a building-wide intercom system in case of emergencies.

Susan reported that a larger bulletin board for public display in the main landing has been ordered. She is purchasing two 6 foot long strips to replace the existing board.

Susan reported that the City of Edwardsville requested that the Library pay \$3,396.75 to repair sections of sidewalk leading to the library in conjunction with the City parking lot expansion project underway. The Board concluded that the Library had already paid \$82,500.00 in an earlier agreement with the city (as per the June 30, 2010 board minutes) and that would be the extent of the Library's financial contribution.

Motion by Emily Gates, seconded by Gloria Zupanci, to reject the request for additional funds to the City for the parking lot expansion project.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

3) Personnel

Jacob Del Rio has volunteered to become a Notary Public so that he can provide this service in the evenings while he's working the reference desk. Gwen Bumpers serves as our Notary Public during daytime hours.

Clerk Katie Schweiker has submitted her resignation. She is moving out of state. Kate Kim, an art therapy graduate student at SIUE, has been hired as her replacement. Joanie Santoro has been hired as a page/clerk to replace Emily Barnes.

Susan reported that a staff meeting was held on Friday, August 23rd to review Polaris. Amanda Endicott led the demonstration/discussion and staff members shared valuable tips they have learned since the April migration to this new software.

Susan requested that the policy manual be revised to include a new position title for existing staff member Alana Tibbets: Social Media Development Coordinator. Susan explained that Alana coordinates our social media marketing and tie-ins with programming, and that this important staff function should be identified formally with this job title.

Motion by Francie Powell, seconded by Sharon Whittaker, to revise the library policy manual to create the new job title.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

4) ELF

Sharon reported that the Elfs will be donating money to the Moore, OK elementary school library. The school suffered damage from a tornado. Judy Thompson is contacting the school to provide information needed to donate.

E. Illinois Heartland Library System

SHARE's automated telephone hold notification system – telephony – is up and running as of August 22nd. Susan reported that the delivery route changes have not affected EPL. There is no word yet on the System property purchase.

F. Librarian-Director Report

Susan reported that Amanda Endicott and Pam Osley attended the On the Front Lines conference in Springfield. The library website was displayed as an example of a home page design that is not as useful as it should be. There is currently too much information that sits below the average monitor screen and must be scrolled down to see, as well as too much text information on the main home page. Cary and Alana are working to fix these issues. We also need to investigate

what it would take to make a mobile version of our website for most smart phone technologies. We will need outside help for this.

Susan informed the Board that there is only one insurance policy manual for the City of Edwardsville, located in Dennis McCracken's office. The manual cannot leave the building but anyone can view it in his office.

Susan met with City police officers about giving a safety talk to staff in late September or early October. They confirmed that we have a good disaster plan in place, but strongly recommended that we install a security camera at entrance, and that we put a practical plan of action in place for staff so they know the procedures to follow in the event of an emergency. The Board instructed Susan to get bids for a security camera.

The Youth Department has requested CPR training. This will be scheduled in the future, possibly as part of a staff development day.

Dennis McCracken told Susan that the City would like the library's budget amount by November 1st. The October, 31st board meeting will be rescheduled and board members will check their calendars to come up with a date earlier that week or the week before. Susan will present the global budget at the September board meeting.

Insurance benefits for existing 30-hour staff members will be discussed once the city has interpreted the law and given direction to the library.

Susan confirmed that the Herscher directive for purchasing items is "non fiction books" which she has determined can include e-book format.

JoAnn Nabe gave an example of another library's spine labels that included series numbers and protagonists' names for certain fiction books published in a series. She suggested that we may want to adopt this going forward.

The board decided to leave our shredding policy as is rather than switch to shredding our excess paper ourselves and transporting it to the Humane Society.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Gary Denué, seconded by JoAnn Nabe. The meeting was adjourned by President LaRose at 8:56 pm.