

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, July 31, 2013
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

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

Members Present:

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

Absent:

Emily Gates
Kim Harrison

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, Secretary-Bookkeeper Jill Schardt, Technical Services Manager Gwen Bumpers, and Reference Librarian Jacob Del Rio.

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by Gloria Zupanci, to approve the minutes of the Wednesday, June 26th Board meeting.

Motion carried.

C. Communications:

Susan reported that she received a thank you note from Joan Evers, historian for the Wildey Theater, for the Barnes & Noble gift card we gave Joan for talking at our Movie Matinees.

D. Committee Reports:

1) Building

Susan presented estimates from J.F. Electric and Kane Mechanical for installing a generator to back up the sump pump and supply minimal electrical power in case of an outage. Susan will clarify our insurance policies in regards to flood, storm, and sewer.

Susan reported that Royal Solutions does have a backup generator at their facility in case of power outages that would affect our server. The problem with internet outages from a recent storm was due to Charter and AT&T outages.

Susan reported that several sections of tile roofing need to be replaced in order to patch a new leak over the West stairway. Only one company in the area, Renaissance Roofing, Inc. of St. Louis, is able to repair tile roofing. Their bid is \$13,774.00.

Motion by Gary Denué, and seconded by Pete Fornoff, to have Renaissance Roofing repair tile roof for \$13,774.00.

Roll call:

Denué – yes

Fornoff – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

Randy Leitner caulked the main floor windows that were leaking.

A panic button has not yet been installed in the Youth Department due to busy summer schedules. We are on schedule to proceed with this installment now. The panic button will send a signal directly to Central Alarm, who then notifies the police.

The Board discussed other ways the adult staff can communicate with youth staff in case of emergency in building: intercom system or blow horn as a temporary fix. Susan will contact the City safety director for staff communication ideas and plan of action training in a disaster or hostile situation, such as an intruder.

Susan will have an emergency phone installed in the elevator. Susan will explore options of an actual phone vs. a button system to see which option works best for our needs and will proceed with scheduling work to be done.

2) Personnel

Riley Willoughby is now working at the adult circulation desk to replace Jennifer Clark who left July 19th for other employment.

Emily Barnes last day is today. She is leaving to pursue a teaching job. Anne is interviewing to replace her.

Anne hired Kayla Silvey to replace Zach Henderson, who has moved to the adult circulation desk (replacing Jacob Del Rio who has moved to Reference).

Amanda Endicott and Pam Osley will be attending On the Front Lines conference in Springfield in August, and Cary Harvengt and Jacob Del Rio will be attending the ILA conference in October.

3) ELF

Sharon reported that the Elfs made \$58.25 on their recent book sale in the park and cleared \$176.90 for food, for a total of \$235.15, which is a slight increase from last year. The next Elf meeting is in September and they will discuss the Dodson memorial.

4) Finance

Motion by Gary Denué, seconded by Francie Powell, to approve the prepaid bills in the amount of \$80,117.13.

Roll call:

Denué – yes

Fornof – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

Motion by Gary Denué, seconded by Gloria Zupanci, to approve the bills to the City Clerk in the amount of \$18,548.79.

Roll call:

Denué – yes

Fornof – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried.

The reserve fund was reviewed and it was decided to keep the amount to be accumulated as is.

E. Illinois Heartland Library System

Ten new libraries will be added to the Edwardsville delivery route as a result of property changes in the IHLS office locations.

Susan attended “Connect with Leslie” online. IHLS announced election of new officers: President, Linda McDonald; Vice President, Betsy Mahoney.

Construction will begin after the September closing sale on the vacant lots in Edwardsville. There is no news yet as to what is coming. There is a new tenant in the Edwardsville office: Landlord Tenant Services.

An automated telephone notification service from Polaris called “telephony” should begin in August.

F. Librarian-Director Report

Susan reported that after doing an in house survey of incoming calls, she determined that an automated phone answering service would benefit circulation staff as 35% of incoming calls would be automatically redirected from the main circulation desk. The Board approved going to a recorded answering system.

Susan reported that she completed the Open Meeting Act training.

The IPLAR has been submitted with confirmation of its receipt.

A cell phone policy has been implemented with signs in reading room and at adult computer monitors: “Cell Phone use is limited to Carnegie’s Café in consideration of all library patrons.”

Susan reported that a staff meeting was held. A Polaris circulation meeting has been scheduled to share learned tips and knowledge among staff.

An email virus temporarily caused intermittent outages of both staff and patron internet and was resolved by Royal Solutions. We will be switching some of the slower staff machines to the Charter line soon. Previously, Charter was only used for patron computers. This switch will improve bandwidth for all on Charter.

Marketing standards documents were passed out to Board members for the Per Capita Grant compliance, along with environmental scan information (SWOT). Board members agreed to email or text comments and thoughts on the topics covered to Susan.

\$1,500 has been collected for the Dorothy Dodson memorial book fund.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Pete Fornoff. The meeting was adjourned by President LaRose at 8:47 pm.