

**MINUTES**  
**Board of Trustees**  
**Edwardsville Public Library**

Date: Monday, November 25, 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  
Kim Harrison  
Robert LaRose  
JoAnn Nabe  
Francie Powell  
Gloria Zupanci

Absent:

Sharon Whittaker

**A. Introduction of guests:**

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

Francie Powell and Kim Harrison joined the meeting after roll call.

**B. Disposition of regular minutes:**

**Motion** by Gary Denué, seconded by Emily Gates, to approve the minutes of the Tuesday, October 22<sup>nd</sup> Board meeting.

**Motion carried.**

**C. Communications:**

Susan reported that she received a note from the USO of Missouri thanking the library for donating books to their location at St. Louis Lambert airport.

Judy Thompson received a letter thanking her for looking up marriage records for a person from Charlotte, NC. The patron also sent a donation check to the library for \$35 dollars.

Judy also received a letter from a Library Friend and patron thanking her for arranging the Christmas card/gift tag workshop on November 16<sup>th</sup>.

**D. Committee Reports:**

1) Building

An emergency phone button has been installed in the elevator. AT&T, Sun Communications, and Thyssenkrupp Elevator completed their respective parts of the job.

Keheer Brothers repaired the roof leak in the upper level men's restroom.

J.F. Electric checked exit and emergency lights and batteries and replaced batteries when necessary. The dome lights in entryway and stairway were also cleaned.

On Thursday, November 7<sup>th</sup> the outside building windows were cleaned by Fish Window Cleaners. The inside of the windows will be cleaned after interior painting project is completed.

T. Ladd, Inc. completed plastering work on windowsills and the staff room wall where water damage had occurred from previously repaired window leaks. The outside landscaping grade under the south/west foundation window needs to be corrected to prevent water leaking into the staff room in the future. Country Rose is schedule to do the work.

Susan reported that she has received three bids for upcoming painting projects from Dannix Painting, Edward Simon Painting Co., and Prestige Contracting Co. The main library reading room, interior handrails, and exterior cornice and gable facades all need new paint. Lynn Warren of Henderson Architects has been consulted regarding interior paint colors for walls, trim and handrails. A light shade of beige has been chosen for the walls, with a complimentary darker shade for trim and railings – both of which coordinate with the existing colors in the main library area. Bob LaRose proposed a resolution to grant Dannix all three jobs, subject to Susan's discretion, if they can meet the "best price" for the handrails portion of the job. Work to be scheduled for January or February.

**Motion** by Gary Denu, seconded by Kim Harrison, to approve a resolution to grant Dannix Painting of St. Louis all three painting projects subject to their bid on the handrail project.

**Motion carried.**

2) Personnel

The Library celebrated Veteran's Day with a cake for staff member Jessica Dean who works in the Youth Department. Jessica served nine months in Iraq deploying troops.

3) ELF

No report. Susan mentioned that the ELFs will continue with their annual gift wrapping program and holiday donation drives again this year.

4) Finance

**Motion** by Kim Harrison, seconded by Pete Fornof, to approve the prepaid bills in the amount of \$66,239.66.

**Roll call:**

Denu – yes

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

**Motion** by Kim Harrison, seconded by Francie Powell, to approve the bills to the City Clerk in the amount of \$30,078.13.

**Roll call:**

Denué – yes

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

Susan reported that Dennis McCracken will add a line to the expenditures budget called “program supplies” to account for program expenses that are currently lumped into “general supplies.”

Susan has renewed the library contract with Transworld Profit Recover, our collection agency.

#### **E. Illinois Heartland Library System**

Cary attended “Connect with Leslie” online on November 6<sup>th</sup> and reported the following: 1) IHLS’s real estate property sale will close the week of November 11<sup>th</sup>. This will significantly improve the system’s financial position; 2) The membership committee met and standardized requirements by which new libraries can become members of IHLS. The membership committee will be merging with the policy committee for combined efforts; 3) Based on the holiday delivery survey, beginning in 2014 the system will deliver bins to open libraries on President’s Day in February and on Veteran’s Day in November; 4) The open board seat will be filled by Nancy Huntley, Director of the Lincoln public library in Springfield, a unanimous vote; 5) Software training for staff is available through IHLS for the new 3M ebook platform, patron handouts have been created, and a system liaison is in place who can answer questions. Our patrons now have access to more eBooks through 3M. November 18<sup>th</sup> is the official launch date.

#### **F. Librarian-Director Report**

Susan reported that the library will be included in the next MADCO “Passport” booklet. We will get a stamp and question for booklet and will have handouts during summer programs to publicize.

Susan reported that she and Cary met with Josh Elmore for website design. He has everything he needs to begin the structure of the site and we will meet with him again in early December to chart progress.

We have begun taking full names and photo IDs for computer sign-up in the adult lab for patrons 18 years and older (Youth department is not requiring IDs). So far patrons have complied without issues.

The staff Christmas party is scheduled for Friday, December 13<sup>th</sup> at the library.

Jill consistently looks for less expensive vendors in all areas of library operations. We have applied for an Office Depot purchasing card to receive a 10% IL State discount. Our goal is to shop locally yet economically.

Susan spoke with Kathy Contarino, the Executive Director of IMPACT – an advocacy organization for people with disabilities in Alton. She feels the removal of the ramp in front of the library may be in violation of ADA guidelines. She is contacting the Illinois Attorney General. The board agreed that the library has no jurisdiction over this matter.

**G. Unfinished Business**

None

**H. New Business**

On the day of the next Board meeting, set for Wednesday, January 29<sup>th</sup>, a Personnel Committee meeting will be held at 6:00 pm, and a Finance Committee meeting will be held at 6:30 pm before the general meeting at 7:00 pm.

**I. Presentation to Board**

None

**J. Adjournment**

Motion to adjourn by Emily Gates, seconded by Francie Powell. The meeting was adjourned by President LaRose at 8:15 pm.