

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Tuesday, October 22, 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, Director of Human Resources for the City of Edwardsville Emily Bates

Emily Bates gave a talk explaining how the City of Edwardsville addresses and compensates for paid sick time for their employees. She mentioned that the City is also updating their policy in the near future and offered to share it with the Library when it is finished.

B. Disposition of regular minutes:

Susan reported that wording in the September 25th meeting minutes draft was not consistent with previous years in regards to the tax levy. Bob LaRose suggested that the change be made in the September minutes draft to have the tax levy request language read consistently with previous years.

Motion by JoAnn Nabe, seconded by Francie Powell, to approve the minutes of the Wednesday, September 25th board meeting with a change made to the wording of the 2014-2015 tax levy request to read consistently with the format used in prior years.

Motion carried.

C. Communications: Susan reported that the Youth Department has a very successful American Girl doll lending program and that Anne Wolfe was interviewed by the

Edwardsville Intelligencer. St. Louis's Fox 2 News also picked up on the story making it available on the internet. This provided great publicity for the library.

D. Committee Reports:

1) Building

Susan reported that Dennis McCracken conducted two library building walk-throughs with insurance agents for insurance bids, an annual process.

Tom Ladd from T. Ladd, Inc. will repair window sills in the reading room and staff lunch room, all damaged from water leakage. The leaking windows have already been repaired.

Susan reported that the lettering on the Kansas Street drop box is faded and peeling. Dave Thomas of Dave Thomas Design will replace lettering by the end of October.

Kane Mechanical completed the annual backflow test on Friday, October 4th.

Susan reported that a new security camera was installed by Barcom. The camera is set to view the library entryway and elevator doors. Recording software, which is viewed on a monitor, will save video for up to two months.

The library windows will be cleaned at a cost of \$680.00 by Fish Window Cleaners, a window washer recommended by library cleaning service owner Donna Hoover.

Susan reported that she solicited two painting bids from Dannix and Simon Painting of St. Louis to paint the main reading room/stacks area, the handrails, and the outside top building trim. A third bid is pending.

Susan passed around photos of upholstered benches purchased by the ELFs for the DVD and audio book areas of the library. The benches have been received and will provide a more comfortable way for patrons to sit while they browse items.

Pete Fornof reported that he visited Dennis McCracken to review the City's umbrella insurance policy that covers the library in the event of emergency or natural disaster. Pete confirmed that the library is definitely covered by the City and that the "blanket" limits are appropriate.

2) Personnel

Susan reported that the staff safety meeting on Friday, October 4th was very informative. Lts. Kohlberg and Fillback of the Edwardsville Police Department discussed plans of action options for various scenarios such as hostile intruders and problem patrons.

3) ELF

Sharon Whittaker reported that there was no ELF meeting in October due to the parking lot construction which caused parking problems and road blockage near the library. The next meeting is scheduled for November 6th.

Sharon confirmed that the memorial plaque for Dorothy Dodson is being made and a mock-up was passed around.

4) Finance

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the prepaid bills in the amount of \$61,256.27.

Roll call:

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

Motion carried.

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$32,213.34.

Roll call:

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

Motion carried.

E. Illinois Heartland Library System

None

F. Librarian-Director Report

Susan reported that Royal Solutions will be updating virus protection for the library's staff and public computers. Symantic virus protection software will be installed in stages to minimally disrupt patron and staff computer use. This update is scheduled for the last week of October.

A formal bid for a website re-design has been received from Josh Elmore to re-design the library website utilizing "responsive design" technology. This technology, demonstrated

for the Board by Cary Harvengt, automatically adjusts the format and font size of the website based on the size of the user's viewing screen, eliminating the need for a separate mobile version of the website. Pete Fornof suggested that we "approve work done" in batches, paying for this contractual service as design developments are completed.

To ensure a more secure environment in the upstairs computer lab, Susan explained that we will begin asking for full names and a current photo I.D. for patrons signing up to use the upstairs lab.

Susan reported that an "in house" patron-use laptop has not been returned by a patron. The board agreed that the Edwardsville police should be contacted to try to recover library property. In the case of a missing Nook e-Reader, they agreed that the item should be treated as other "missing" books and taken to collections.

G. Unfinished Business

The November Board meeting is scheduled for Monday, November 25th.

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 8:27 pm.