

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

Date: January 30, 2013  
Time: 7:10 p.m.  
Place: Meeting Room

**Call to order and roll call of members:**

President LaRose called the meeting to order at 7:10 p.m.

Members present:

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

Absent:

Kim Harrison  
Gloria Zupanci

**A. Introduction of guests:**

Librarian-Director Deanne W. Holshouser, Assistant-Director Susan Carr

**B. Disposition of regular minutes:**

**Motion** by Gary Denué, seconded by Pete Fornof to approve the minutes of the Wednesday, November 28<sup>th</sup> Board meeting.

**Motion carried.**

**C. Communications:**

The Library received a thank you letter from the USO for donating books to their organization.

**D. Committee Reports:**

1) *Personnel*

Deanne reported that she received letters of resignation from staff members Mary Meyer and Theresa Swezey. Mary is taking a job at as the Librarian at the Harris Stowe State University Business School. Theresa, the Secretary-Bookkeeper, will be retiring after 27 years of service at the Library. A retirement party will be held for Theresa on Thursday, April 25<sup>th</sup> at the Library.

Jacob DelRio is cutting back his hours at the library to work as a librarian at the St. Charles City and County libraries in St. Louis.

The Secretary-Bookkeeper position will be advertised in early March.

Jennifer Clark and Katie Schweiker have been hired as clerks in the adult department.

**Motion** by Francie Powell, seconded by Emily Gates to set the personnel budget for FY 2013-2014 at \$640,000.00.

**Roll call:**

- Denué – yes
- Fornof – yes
- Gates – yes
- Nabe – yes
- Powell – yes
- Whittaker – yes
- LaRose – yes

**Motion carried.**

2) *Building*

A patron reported falling on the broken curbing by the sidewalk in front of the parking lot about a week ago. It is being repaired by the City.

3) *Finance*

**Motion** by Emily Gates, seconded by Gary Denué to approve the February bills to the City Clerk in the amount of \$31,643.79.

**Roll call:**

- Denué – yes
- Fornof – yes
- Gates – yes
- Nabe – yes
- Powell – yes
- Whittaker – yes
- LaRose – yes

**Motion carried.**

**Motion** by Emily Gates, seconded by JoAnn Nabe to approve the January prepaid bills in the amount of \$79,682.57.

**Roll call:**

- Denué – yes
- Fornof – yes

Gates – yes  
Nabe – yes  
Powell – yes  
Whittaker – yes  
LaRose – yes  
**Motion carried.**

**Motion** by Emily Gates, seconded by Pete Fornof to approve the December prepaid bills in the amount of \$85,181.02.

**Roll call:**  
Denué – yes  
Fornof – yes  
Gates – yes  
Nabe – yes  
Powell – yes  
Whittaker – yes  
LaRose – yes  
**Motion carried.**

**Motion** by Emily Gates, seconded by JoAnn Nabe to approve the January bills to the City Clerk in the amount of \$28,945.42.

**Roll call:**  
Denué – yes  
Fornof – yes  
Gates – yes  
Nabe – yes  
Powell – yes  
Whittaker – yes  
LaRose – yes  
**Motion carried.**

**Motion** by Emily Gates, seconded by Gary Denué that the budget expenditures for FY 2013-2014 be set at \$1,262,000.00.

**Roll call:**  
Denué – yes  
Fornof – yes  
Gates – yes  
Nabe – yes  
Powell – yes  
Whittaker – yes  
LaRose – yes  
**Motion carried.**

**E. Elf Report:**

Sharon reported that there will be a romance paperback book sale in February in Carnegie's.

The next Elf board meeting will be held on Wednesday, February 6<sup>th</sup>.

**F. Illinois Heartland Library System Report:**

Deanne reported that Polaris training for all libraries in IHLS has begun. We expect to migrate to the new software on Tuesday, April 9<sup>th</sup>.

Deanne noted that the holds function will be turned off at the end of March and that we are discussing how to inform and advertise this to patrons. Any unfulfilled holds will have to be reentered after Polaris goes live.

**G. Librarian-Director's Report:**

Staff development day was held on Friday, January 25<sup>th</sup>. The staff received training in Polaris at the system headquarters and came back to the library for an overview of our databases, a shelf reading exercise and refreshments.

Deanne reported that she will meet with a reporter from the Alton Telegraph next week for a story on her time spent at the Edwardsville Library and her retirement.

**H. Unfinished Business:**

**Motion** at 7:50 p.m. by Francie Powell, seconded by Gary Denué for the Board to go into a closed session to discuss hiring a new Library Director.  
**Motion carried.**

The Board came out of closed session at 8:12 p.m.

**I. New Business:**

None

**J. Adjournment:**

The meeting was adjourned by President LaRose at 8:15 p.m.