

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, June 26, 2013
Time: 7:00 p.m.
Place: Meeting Room

Call to order and roll call of members:

Vice-President Fornof called the meeting to order at 7:00 p.m.

Members present:

Gary Denué
Pete Fornof
Emily Gates
Sharon Whittaker
Gloria Zupanci

Francie Powell arrived after roll call

Absent:

Kim Harrison
Robert LaRose
JoAnn Nabe

A. Introduction of guests:

Librarian-Director Susan Carr, Head of Reference Services Judy Thompson,
Secretary-Bookkeeper Jill Schardt, Youth Services Librarian Anne Wolfe

B. Disposition of regular minutes:

Sharon Whittaker said the correct date of the next ELF meeting referred to in the May minutes should be June 26, 2013.

Motion by Gary Denué, seconded by Emily Gates, to approve the minutes as corrected from the Wednesday, May 29, 2013 Board meeting.

Motion carried.

C. Communications:

Susan reported that Emily Bates will attend the August 28 Board meeting to explain how the City handles sick leave time for city employees.

Anne Wolfe presented a synopsis of the summer reading program, Dig Into Reading, which runs from Monday, June 3 through Friday, July 26. There are reading (or listening) logs for babies through teens and a variety of prizes including books, activity passes, food coupons, and a chance to win one of the grand prizes (St. Louis Cardinals baseball tickets, \$100 gift certificates to Once Upon A Toy, a membership package to the Children's Museum, or a Kindle PaperWhite). The kick-off event was held on Tuesday, June 4;

approximately 800 people attended “Big Dig Day,” which featured some large City vehicles, an ice cream truck, chalk drawings, a concert, and a movie. The summer schedule also includes story times, Monday movie matinees, take home crafts, scavenger hunts, Wacky Wednesday and Teen Tuesday events.

D. Committee Reports:

1) Building

Susan reported that the west outside front door required repairs that cost about \$1,000.00. The tile roof also needs repairs, some of which were from storm damage. Susan showed photos and a drawing from the roofing company detailing the areas to be repaired. The cost for those repairs will be about \$725.00. City Clerk Dennis McCracken advised the neither of those bills should be submitted for insurance reimbursement. We have a \$500 deductible, and he does not think the door repairs would qualify for coverage at all.

An emergency escape handle was installed on the east outside front door.

Six windows are leaking, and we are waiting for an estimate for caulking repairs to them.

The Library paid \$250.00 to have the cement cleaned of blackened gum residue on the walkways up to the building.

Central District Alarm replaced a battery in the fire alarm; it was no longer holding a charge.

Pete Fornof commented on the complete report Susan wrote about the weekend power outage at the Library that began the night of Friday, May 31 as a result of storms in the area. At Pete’s suggestion that the Library may want to consider purchasing a generator, Susan reported on various generator options and costs. The Board asked Susan to check on a battery back-up for the sump pump, and Pete suggested she contact other local businesses with generators to find out who installed their generators.

Emily Gates suggested that we may need to paint the green trim on the outside of the building under the roof line sometime next spring.

2) Personnel

Susan reported that she and circulation clerk Joyce DeValk collided at the circulation desk. A Workmen’s Compensation claim was filed for a minor injury.

Susan distributed the last official list of Board committee assignments which was done in August 2011. The Board will remind President LaRose about this at the next meeting so the assignments can be updated.

Susan announced that she had finished interviews for the Assistant Director's position, and she plans to offer the job to Cary Harvengt, who is currently the Reference Librarian. Susan proposed adding some additional responsibilities to the Reference Librarian's position and making it a full-time position with benefits as well as adjusting the Head of Technical Services' salary to compensate for some additional responsibility.

Motion by Francie Powell, seconded by Sharon Whittaker, to modify the Reference Librarian's position from a 33 hour per week part-time position to a 35 hour per week full-time position with benefits.

Motion carried.

Motion by Francie Powell, seconded by Gary Denué, to modify the Edwardsville Public Library's Policy Manual to include the Reference Librarian's position on the list of full-time staff with benefits.

Motion carried.

3) *Finance*

Motion by Emily Gates, seconded by Gary Denué to approve the bills prepaid by the City Clerk in the amount of \$31,631.64.

Roll call:

Denué – yes

Gates--yes

Powell – yes

Whittaker-yes

Zupanci – yes

Fornof--yes

Motion carried.

Motion by Emily Gates, seconded by Francie Powell to approve the bills to the City Clerk in the amount of \$29,405.11.

Roll call:

Denué – yes

Gates--yes

Powell – yes

Whittaker--yes

Zupanci – yes

Fornof--yes

Motion carried.

Susan reviewed the Library's revenue and expenditures. Jill Schardt pointed out we have a separate line item for memorials so we can track the money we

spend on non-fiction books from the Eugene Herscher bequest. We can purchase adult and children's non-fiction with the money.

Jill Schardt reviewed the Treasurer's Report. We have enough working cash to pay our bills until we receive property tax revenue in July.

The Board tabled discussion of the Library's Ordinance No. 02-02 regarding the Special Reserve Fund until next month when President LaRose is present.

E. Elf Report:

Sharon Whittaker reported that the ELFs met earlier this evening. They will sell baked goods at the July 11 Municipal Band Concert. Items will be wrapped to sell at \$.50.

The Elfs are discussing an appropriate memorial for Dorothy Dodson, former library employee and long-time ELF, who died recently. They would like to do something in the building with lasting value to honor her.

F. Illinois Heartland Library System:

Susan attended the first semi-annual SHARE meeting in Effingham on Wednesday, June 12. Our annual SHARE basic fee for FY2014 is \$12,167.00 which is substantially less than the fees we paid for Millennium. We will be adding the telephone notification feature to notify patrons when we have an item on hold for them, the acquisitions modules, and SIP2 management for an additional fee of approximately \$1,700.00.

G. Librarian-Director's Report:

Susan discussed her experience at the week-long Small Public Library Management Institute she attended in Springfield. There were about 60 librarians in attendance with discussions led by experts in a variety of fields. The next Per Capita Grant, which is due October 15, 2013, will require an Environmental Scan of the community. The Library Board, or a committee including Board members, will assess the library's strengths, weaknesses, opportunities and threats (SWOT analysis) in meeting the needs of the community and will address one particular aspect of the scan.

Susan reported that the downstairs computer lab has been designated only for youth age 18 and under this summer. The Youth Department staff is very pleased with how this is working, and we are considering continuing with this policy in the fall.

H. Unfinished Business:

None.

I. New Business:

Susan presented the FY2012-2013 IPLAR (Illinois Public Library Annual Report) to the Board for approval. She mentioned that the value of our collection is estimated at \$2,391,363.00; we have 13,541 library cards in force; the number of items in our book collection dropped slightly from the previous year due to weeding and the fact that we could not catalog and add items to our collection in April due to the migration to Polaris.

Motion by Emily Gates, seconded by Sharon Whittaker, to accept the IPLAR as presented.

Motion carried.

Gloria Zupanci raised the question of why we do not use last names when patrons use the Library's computers. Susan explained that anyone can sign up for our computers, and we are not authenticating with a library card so it is not information we need.

Sharon Whittaker asked if having the microwave back in Carnegies was likely to cause any problems, and Susan replied that the patron who had issues using it will not be returning to the Library.

J. Presentation to or discussion with the Board:

None.

K. Adjournment:

The meeting was adjourned by Pete Fornof at 8:53 p.m.