

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, May 29, 2013
Time: 6:04 p.m.
Place: Meeting Room

Call to order and roll call of members:

Vice-President Fornof called the meeting to order at 6:04 p.m.

Members present:

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

Kim Harrison arrived after roll call

Absent:

Emily Gates
Robert LaRose

A. Introduction of guests:

Librarian-Director Susan Carr, Reference Librarian Judy Thompson,
Secretary-Bookkeeper Jill Schardt

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Francie Powell, to approve the minutes of the Wednesday, April 24, 2013 Board meeting.

Motion carried.

C. Communications:

Susan shared a thank you note from Theresa Sweezey for the open house given in her honor and for the clock she received.

Susan also shared a thank you note from Bob LaRose for the donation to Ronald McDonald House made in his father's memory.

The Library received a letter from Mayor Niebur announcing the Route 66 Festival will be held on Friday, June 7 and Saturday, June 8. The Library will remain open on those days.

D. Committee Reports:

1) Building

Edwardsville Plumbing and Heating replaced a sensor valve in the upstairs men's restroom.

JF Electric went through the building and replaced burnt out bulbs and ballasts.

Naturescapes weeded the garden on the back slope.

Country Rose is scheduled to look at the landscaping at the front of the building and give us an estimate to remove the partially dead tree and weed and mulch before the Route 66 Festival.

Door Service came to replace the batteries on the automatic openers on the entrance doors. An emergency push release handle for the east side door will be \$557.00. They will remove the bar handle and replace it with a paddle on the northeast door. Susan is waiting for schematics before she approves the project.

Garella Pest Control came for our semi-annual pest spraying.

Central Alarm inspected the alarm panel to see if we can install a panic button in the Youth Department. It is possible and will cost about \$150.00 to \$200.00. We have not received an actual bid yet. They will need to put two doors on the same circuit to free up a line for the button.

Goshen Building Care stripped and waxed the floor tiles over Memorial Day.

Pete Fornof mentioned there are black spots on the concrete at the west entrance to the building. Susan will confer with the Parks' Department and make any necessary arrangements to have the spots removed.

2) Personnel

Susan reported that she has received 15 applications for the Assistant Director's position. She has scheduled 4 interviews after she returns from the Small Public Library Management Institute in Springfield. She is considering restructuring some of the duties of the Assistant Director, Assistant Reference Librarian and Head of Technical Services.

3) Finance

Motion by JoAnn Nabe, seconded by Kim Harrison to approve the bills prepaid by the City Clerk in the amount of \$59,962.93.

Roll call:

Denué – yes

Harrison--yes
Nabe – yes
Powell – yes
Whittaker-yes-
Zupanci – yes
Fornof--yes

Motion carried.

Motion by JoAnn Nabe, seconded by Kim Harrison to approve the bills to the City Clerk in the amount of \$26,957.99.

Roll call:

Denué - yes
Harrison--yes
Nabe – yes
Powell – yes
Whittaker--yes
Zupanci – yes
Fornof--yes

Motion carried.

Jill Schardt reviewed the year end revenue and expenditure reports. She also reviewed the Fiscal Year 2013 Treasurer's Report and the general ledger showing the Library's unreserved fund balance.

The Board asked Susan to look at the Board's resolution that established the reserve fund and the dollar amount specified in the resolution to see if this needs to be updated.

Kim Harrison asked where our money comes from while we are waiting for our property tax revenue. Jill explained that the City funds any shortfall until we receive our funding.

Susan reviewed FY2013-2014 revenue and expenses thus far. We received the check for \$25,000.00 from the estate of Eugene Herscher, which we deposited on May 3. The money is to be used for non-fiction materials.

We received our per capita grant check for \$24,964.70 from the Secretary of State.

E. Elf Report:

Sharon said the ELFs are paying many of the expenses for the youth and adult summer reading programs.

The ELF's have the concession stand at the Thursday, July 11 band concert. They have not received any information from the City regarding restrictions on what snacks can be sold. In addition to snacks, they will also sell books. The ELF's made a donation to a high school student who asked for some financial assistance to attend a summer institute in Virginia.

The ELF's will discuss sending a donation to the public or school library in Moore, Oklahoma at their next meeting, which is scheduled for Wednesday, June 26.

F. Illinois Heartland Library System:

The first SHARE Members' Semi-Annual Meeting will be held on Wednesday, June 12 from 10:00 a.m. to 3:00 p.m. in Effingham.

Polaris is working well. The System is working on providing instructions about how to retrieve statistical reports. A program called Simple Reports may be available soon and that should be helpful.

G. Librarian-Director's Report:

The Library will be a pick-up point next year for maps and registration forms for walks that the Illinois Trekkers Volkspport Club sponsors in the Edwardsville area.

Susan will complete the Open Meetings Act 2013 training.

Susan will attend SPLMI (Small Public Library Management Institute) in Springfield starting Sunday, June 2nd through Friday, June 7th. The Institute is for library directors and covers a variety of topics including finance, library law, personnel, policies, leadership, etc.

Riley Willoughby, the Library's custodian, has been cleaning out storage spaces. Susan will contact Habitat for Humanity to see if they would like the carpet and floor tiles that are being discarded.

H. Unfinished Business:

None

I. New Business:

None

J. Presentation to or discussion with the Board:

None

K. Adjournment:

The meeting was adjourned by Pete Fornof at 6:50 p.m.