

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

Date: November 28, 2012  
Time: 7:00 p.m.  
Place: Meeting Room

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

President LaRose called the meeting to order at 7:00 p.m.

Members present:

Pete Fornof  
Emily Gates  
Kim Harrison  
Robert LaRose  
JoAnn Nabe  
Francie Powell  
Gloria Zupanci

Absent:

Gary Denué  
Sharon Whittaker

**A. Introduction of guests:**

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

**B. Disposition of regular minutes:**

**Motion** by JoAnn Nabe, seconded by Francie Powell to approve the minutes of the Wednesday, October 29<sup>th</sup> Board meeting.

**Motion carried.**

**C. Communications:**

Deanne shared a thank you note from Sharon Whittaker thanking the Board for sending flowers during her recuperation.

Deanne informed the Board that a patron, Deborah Ranek, requested by email that the Library reconsider the decision to not renew the contract for One Click Digital, an audio downloadable book service. The service was discontinued due to low usage statistics. Deanne explained that our Overdrive service also supplies downloadable audiobooks and is used more by patrons.

Deanne also received an email from Robert Goodwin regarding loud staff voices at the circulation desk upstairs. Deanne responded to his email.

City Attorney Jeff Birkbigler, in response to Deanne's inquiry, replied that Emily Gates, JoAnn Nabe and Kim Harrison need to complete the Open Meetings Act online training by Monday, December 31<sup>st</sup> 2012.

Sara Berkbigler, Executive Director of the Main Street Community Center sent a letter thanking the Library for sponsoring the Rick Pickren concert. There were approximately 50 attendees at the concert.

**D. Committee Reports:**

1) *Building*

Deanne explained that the installation of the new boiler by Kane Mechanical entailed more electrical work than was expected.

**Motion** by Emily Gates, seconded by Kim Harrison to pay the Kane Mechanical, Inc. invoice of \$15, 496.00, which is \$2,496.00 over the cost of the original quote of \$13,000.00.

**Roll call:**

Fornof – yes  
Gates – yes  
Harrison – yes  
Nabe – yes  
Powell – yes  
Zupanci – yes  
LaRose – yes

**Motion carried.**

Vallow Floor Coverings Inc. will begin installing the new floor covering on the west steps on Thursday November 30<sup>th</sup>.

Deanne noted that she was waiting to hear when ThyssenKrup would install the new ceiling in the elevator.

2) *Personnel*

Deanne submitted a letter to the Board announcing her plans to retire from the Edwardsville Public Library on April 30<sup>th</sup>, 2013. She shared with them that the Library was not only her place of employment but her life's calling. She thanked the Board for their willingness to share their expertise, experience, and passion for library service.

Deanne announced that the library bookkeeper, Theresa Swezey informed her that she is planning on retiring on April 30<sup>th</sup>, 2013.

Deanne is working on a new job description for the position and plans on hiring a replacement in March.

The Board discussed the procedure for filling the position of Director of the Library.

Deanne will research Illinois state law and City of Edwardsville requirements for the procedure of hiring a Director for the Library.

A Board meeting is scheduled for Wednesday, January 2<sup>nd</sup> to discuss the process of filling the position of the Director of the Library.

The staff is having a Christmas party on Saturday, December 15<sup>th</sup> at Edison's. There will be food and bowling.

3) *Finance*

**Motion** by Emily Gates, seconded by Kim Harrison to approve the prepaid bills in the amount of \$66,039.93.

**Roll call:**

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

**Motion** by Emily Gates, seconded by Kim Harrison to approve the bills to the City Clerk in the amount of \$35,557.90.

**Roll call:**

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

**E. Elf Report:**

Deanne reported that the Elfs will be gift wrapping at the library on Saturday, December 15 from noon til 4:00 p.m. and Tuesday, December 18 from 4:00 to 8:00 p.m.

The Elfs will purchased poinsettias for the Library from the EHS Band Boosters.

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

Deanne requested that the library be closed Friday January 25<sup>th</sup> for staff training from IHLS staff on Polaris software. Training on the library databases would also be covered by library staff.

**Motion** by Francie Powell, seconded by Gloria Zupanci to close the library for a staff development day on Friday January 25<sup>th</sup> that will include training for the EPL staff on the new Polaris software by the IHLS staff.

**Roll call:**

Fornof – yes

Gates – yes

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

Deanne will advertise the closing through the library website, the Intelligencer, and signage.

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

The Library will have a tax assistance site in partnership with the Gateway EITC Community coalition this year. They are looking for volunteer tax preparers now.

Deanne reported that the number of ILL items we borrowed for our patrons has gone up(36,160/35,480) and the number of items we loaned dropped (33,356/36,250).

Per a discussion with Emily Bates, Head of HR at the City of Edwardsville, it appears that the library will be responsible for providing health insurance for 30 hour employees according to the Affordable Care Act. This could come into effect January 2014 and could impact the budget for 2013/2014.

**H. Unfinished Business:**

None

**I. New Business:**

There will be no Board meeting in December. Bills will be approved by email response. Emily Gates will sign the bills after December 27<sup>th</sup>.

There will be Personnel and Finance Committee meetings prior to the board meeting on Wednesday, January 30<sup>th</sup> 2013. Deanne will confirm the times and send out reminders.

A patron complained that the book drop on Kansas Street was locked on Veterans Day. Since the Library was open, Deanne will check with the custodian as to if it could have been stuck or jammed.

Per Kim Harrison's suggestion, Deanne will purchase a new scanner for the Gates lab.

**J. Adjournment:**

The meeting was adjourned by President LaRose at 8:25 p.m.