

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

Date: Wednesday, August 27, 2014  
Time: 7:00 pm  
Place: Meeting Room

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

President Bob LaRose called the meeting to order at 7:00 pm.

Members Present:

Pete Fornof  
Emily Gates  
Kim Harrison  
Bob LaRose  
JoAnn Nabe  
Sharon Whittaker  
Gloria Zupanci

Absent:

Gary Denué  
Francie Powell

**A. Introduction of guests:**

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

**B. Disposition of regular minutes:**

**Motion** by Pete Fornof, seconded by Sharon Whittaker, to approve the minutes of the Wednesday, July 30<sup>th</sup> board meeting.

**Motion carried.**

**C. Communications:**

Susan received a request from SIUE grad student Nathan O'Neil to allow him to conduct a semester long project at the library. O'Neil is working toward a marketing research degree and would like to prepare a survey for the library using questions we want answered. Susan is meeting with him next week to get details, and she believes it will be a good opportunity for the library.

**D. Committee Reports:**

*1) Building*

Susan reported the following items:

- Carpeting in the main hallway on the lower level that runs in front of the youth department service desk will be cleaned on Friday the 29<sup>th</sup>. This is one of the last areas of old carpet in the building and could be replaced next fiscal year.
- The air conditioning units have had to be repaired multiple times this summer despite the mild weather. The unit is twenty-four years old.

- We are still researching wireless printing options for the adult reading room and will report back soon.
- The new book drop box for the Montclair location is expected to ship within the week.
- The new shelves for the north wall in the adult non-fiction stacks are expected to ship September 5<sup>th</sup>.
- The main stairway railings that were painted by Dannix have chipped. Per our guarantee, they will repaint. There is a new epoxy product that was not available at the time of the original painting that has a one hour dry time. The work will be scheduled soon.

2) *Personnel*

Katherine Rose has trained with Alana to take over the position of Social Media Coordinator. Katherine will continue to generate promotional outreach posts with input from staff. She will also work closely with Jacob Del Rio who updates the website. A YouTube video was recently posted showing the stacks being moved when new carpeting was installed.

Susan reported that she will propose increasing a 20 hour position in adult circulation to 30 hours for the next fiscal year to create stability in our circulation staffing.

3) *ELF*

Cary reported that an anonymous book donation was discovered that has a possible authentic John F. Kennedy signature. The book, Profiles in Courage, was written by Kennedy when he was a senator. Members of the ELFs have obtained a preliminary valuation for the item of approximately \$2,000 from a book dealer in St. Louis. The book dealer suggested contacting Leslie Hindman Auctioneers, a reputable auction house in Chicago, to try and sell the book for the library. Cary has contacted the auction house, and they have agreed to place the item in their November 2014 auction catalog. The book has been sent, insured, and received.

4) *Finance*

**Motion** by Emily Gates, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$68,733.55.

**Roll call:**

Pete Fornof – yes  
 Emily Gates – yes  
 Kim Harrison – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Gloria Zupanci – yes  
 Bob LaRose – yes

**Motion carried.**

**Motion** by Emily Gates, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$51,027.00.

**Roll call:**

Pete Fornof – yes

Emily Gates – yes  
Kim Harrison – yes  
JoAnn Nabe – yes  
Sharon Whittaker – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

**E. Illinois Heartland Library System**

No report.

**F. Librarian-Director Report**

Susan reported that the per capita grant is ready to approve. She passed around a summary for review which included a planned use of funds. No signature is needed this year.

**Motion** by Emily Gates, second by Kim Harrison, to approve the per capita grant.

**Motion carried.**

Susan reported that circulation statistics were still 10,000 above item circulation from last year.

Jessica Zahner, with Lazerware, apologized to Susan for contacting board members directly for business advertisement purposes. She found board member names on the library website and addresses from an internet search.

Susan passed around several newspaper articles featuring good publicity for the library's summer reading programs.

Susan reported that Pete Fornof applied for a grant for the "Little Free Library" program through the Goshen Rotary District. Pete explained that the Goshen Rotary likes to focus on literacy programs and suggested that an annual collaboration with the library would serve both groups and the community. Pete will hear in October if the grants are awarded.

**G. Unfinished Business**

None.

**H. New Business**

JoAnn Nabe reported that per the 2008 building survey the library is still undersized in square footage for public buildings in a community our size. Susan was asked to find out the status of future City building construction and moves that might provide opportunities for the library.

**I. Presentation to Board**

None

**J. Adjournment**

Motion to adjourn by Emily Gates, seconded by Sharon Whittaker. The meeting was adjourned by President LaRose at 7:50 pm.