

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

Date: Wednesday, September 24, 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:

Gary Denué  
Pete Fornof  
Emily Gates  
Kim Harrison  
Bob LaRose  
JoAnn Nabe  
Francie Powell  
Gloria Zupanci

Absent:

Sharon Whittaker

**A. Introduction of guests:**

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

**B. Disposition of regular minutes:**

**Motion** by Emily Gates, seconded by Francie Powell, to approve the minutes of the Wednesday, August 27th board meeting.

**Motion carried.**

**C. Communications:**

Susan received a phone call from Fox Channel 2 news reporter Elliot Davis. He asked if any Edwardsville staff or board member had attended the annual 2014 ALA conference in Las Vegas. No one had.

Susan received a thank you letter from Cathy Contarino, Director of IMPACT, for a gift basket we donated to their fundraiser. Library volunteer Judy O'Mally works for IMPACT.

Susan received a thank you letter from the library coordinator at St. Boniface church for adding more Bluestem Award winning books (3<sup>rd</sup> – 5<sup>th</sup> grade chapter books), upon her request, to our youth collection. Anne Wolfe will make a display featuring these titles.

Charter Communications has recently sent the library five notices regarding unauthorized movie downloads. Some patrons access a program called Torrent for these illegal downloads, which also slow down our overall internet service to the public. If this situation continues our Charter

service could be terminated. To resolve the issue, Royal Solutions suggested installing a firewall appliance with content subscription to block Torrent. The Board agreed.

**D. Committee Reports:**

1) *Building*

Susan reported the following items:

- The stairway railings were re-painted under warranty with excellent results.
- A new couch arrived to replace the couch damaged by Flooring, Inc. when they installed the reading room carpeting.
- The A/C units have needed repair/parts several times this summer. Kane says that despite these repairs, the main chiller compressor is still good for a couple more years.
- Susan presented a bid for the lower level hallway carpeting. The Board requested a second bid for comparison.

2) *Personnel*

Susan received a letter of retirement from Judy Thompson. Judy expects her last day to be in early January, 2015.

3) *ELF*

Susan reported that custodian Jim Ellis built more shelves for books in the ELF book room. The ELFs discussed the auction of the JFK signature book and possible minimum bid settings.

4) *Finance*

**Motion** by Emily Gates, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$69,040.11.

**Roll call:**

- Gary Denué – yes
- Pete Fornof – yes
- Emily Gates – yes
- Kim Harrison – yes
- JoAnn Nabe – yes
- Francie Powell – yes
- Gloria Zupanci – yes
- Bob LaRose – yes

**Motion carried.**

**Motion** by Emily Gates, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$35,925.00.

**Roll call:**

- Gary Denué – yes
- Pete Fornof – yes
- Emily Gates – yes
- Kim Harrison – yes
- JoAnn Nabe – yes

Francie Powell – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

The tax levy request for FY 2015-2016 was discussed. Susan requested the tax levy request be set at \$1,264,800.00 to cover additional anticipated employee health benefits.

**Motion** by Emily Gates, seconded by Gary Denué, to set the tax levy request for FY 2015-2016 at \$1,264,800.00.

**Roll call:**

Gary Denué – yes  
Pete Fornof – yes  
Emily Gates – yes  
Kim Harrison – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

#### **E. Illinois Heartland Library System**

Gary Denué reported the following meeting summary:

- IHLS has eleven employment positions available and is in the process of filling these openings.
- On October 20<sup>th</sup>, 2014, IHLS will hold its annual Member Day in Effingham, IL. Susan and Cary reported that they plan on attending this event.
- The Illinois State Library is offering its annual “Try It” program so that Illinois libraries can test drive databases for free before they decide to purchase.

#### **F. Librarian-Director Report**

Susan discussed possible options for changing the print newsletter mailing. Currently, we spend \$17,100.00 a year to print and mail our seasonal newsletters. Quite a few regional libraries have stopped mailing their newsletters. Other options might include sending out postcards with information about picking up print copies at the library or viewing/printing a PDF version linked to the website. Several board members commented that patrons without computer access must be considered. More research is required before a decision will be made.

In anticipation of the next FY budget planning, Susan reported that a possible high dollar expense will be our computer network servers. One server is out of warranty and the second’s warranty will expire in February 2015. Both are aging, and Royal Solutions recommends that they should be replaced in the next year or two.

The print servers in both the Gates and Youth computer labs have been updated to facilitate a newer version of PC Reservation software.

Per Anne Wolfe’s request, we are purchasing program scheduling software called Evanced. This software enables patrons to sign up or enroll in Youth programs without calling in on the phone or having staff use paper sign-up sheets. Anne has experience with this software and thinks it works very well. The software can be used for adult programs as well.

Susan reported that some job titles may be changed in the policy manual to reflect evolving job duties. For instance, Head of Reference is now normally referred to as Adult Services or Research and Instruction at some libraries, with “reference” being used more by academic libraries.

A second time clock was purchased for the lower level to alleviate issues the Youth staff have in clocking out efficiently on the upper level.

Susan reported that she had a meeting with Mayor Hal Patton, as requested by the board, to fill him in on the library’s previous expansion plans, as well as possible locations in the city for future expansion ideas. The board agreed that Susan should set up a meeting with Bob LaRose and Pete Fornof with key city officials and aldermen to discuss this topic further.

**G. Unfinished Business**

None.

**H. New Business**

None.

**I. Presentation to Board**

None

**J. Adjournment**

Motion to adjourn by Emily Gates, seconded by Gary Denué. The meeting was adjourned by President LaRose at 8:22 pm.