

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

Date: Wednesday, August 29, 2018  
Time: 7:00 pm  
Place: Meeting Room

**A. Call to Order and Roll Call of Members:**

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

Members Present:

Gary Denué  
Kim Harrison  
Chris Lafikes  
Bob LaRose  
JoAnn Nabe  
Sharon Whittaker  
Gloria Zupanci

Absent:

Pete Fornof  
Francie Powell

**B. Introduction of guests:**

Library Director, Jill Schardt; Collection Development Coordinator, Cary Harvengt; and Head Librarian of Youth Services, Megan Prueter.

**C. Public Comment:**

None.

**D. Disposition of Minutes:**

**Motion** by Kim Harrison, seconded by JoAnn Nabe, to approve the board meeting minutes for July 25th, 2018.

**Motion carried.**

**E. Communications:**

None.

**F. Committee Reports:**

1) *Building*

Jill reported:

- A contract was signed with Joe Hutton this week. Joe visited the library and viewed the 1990 building plans and will begin assisting us by inspecting the building and recommending action to the Board in the near future.
- The new 3D people counter will be installed in September.

- As requested by Jill, the cleaning crew did a deep clean of the bathroom floors. It looks somewhat better. Some of the high traffic areas of the library need extra attention and Jill plans on meeting with Donna Hoover to discuss what needs to be done.

2) *Personnel*

None.

3) *ELFs*

Sharon reported:

- The ELFs are running a “Back to School” children’s book sale through August.
- The ELFs are receptive to help fund upgrades to the patio area, Carnegie’s, and the teen room. They will vote on contributions after library staff present them with final plans.
- The ELFs sell books to three outside vendors to make additional money for the library. In July, they received \$125 through these sales.

4) *Finance*

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$74,078.03.

**Roll call:**

Gary Denué – yes  
 Kim Harrison – yes  
 Chris Lafikes – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Gloria Zupanci – yes  
 Bob LaRose – yes

**Motion carried.**

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$30,260.20.

**Roll call:**

Gary Denué – yes  
 Kim Harrison – yes  
 Chris Lafikes – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Gloria Zupanci – yes  
 Bob LaRose – yes

**Motion carried.**

**G. Ad Hoc Committee – Strategic Planning:**

Gary reported:

- Gary passed out a summary detailing 3 goals agreed upon by the committee for full board approval. These brief goals will provide structure for staff action points going forward, and be flexible enough to accommodate any changes made in the future:

1. Create an inviting space
2. Increase awareness through community engagement
3. Expand library borders

**Motion** by Gary Denué, seconded by Chris Lafikes, to approve the 3 Goals as written.

**Motion carried.**

Any further discussion by the committee will be conducted via email unless a future meeting is needed to discuss possible focus groups.

#### **H. Policy Committee:**

Jill and Megan presented a draft of a “Policy on Confidentiality of Library Records.” The board decided that further discussion and editing should take place by the Policy Committee before full board review and vote. The topic was tabled and will be reviewed at a later date.

Jill presented updated verbiage for our 3D Printer Policy to include “weapon accessories” to the items that the Board will not permit to be printed.

**Motion** by Kim Harrison, seconded by Chris Lafikes, to approve the revision to the 3D Printer Policy as written.

**Motion carried.**

Kim summarized the first policy committee meeting, which was productive. A staff committee will draft proposed policy changes, and Jill will present updated items to the Board committee before taking to the full board for review and vote. Jill proposed, and the Board agreed, to create a permanent **Policy Committee** so that library policies can be reviewed by rotation on an ongoing basis. Bob reminded the board that any new committee is also subject to the Open Meetings Act if three board members are present.

**Motion** by Gloria Zupanci, seconded by Kim Harrison, to approve creation of a permanent Policy Committee.

**Motion carried.**

#### **I. Illinois Heartland Library System:**

None.

#### **J. Library Director’s Report:**

Jill reported:

- The per capita grant check has been received in the amount of \$33,288.75.
- Jill has completed her FOIA and OMA training.
- Jill highlighted our monthly report from Hoopla, which is still growing in popularity. Audio books are still the most popular, 92% of circulation was done on mobile devices, and the “on-demand” service option is pushing circulation numbers up.
- Jill has met with six City aldermen so far. While the aldermen expressed their support for the library and believe it is an asset to the community, the timing is not ideal for a referendum to expand the library building. The Board agreed that we will focus on building community relationships, continue outreach, and make a priorities list for building improvements that shouldn’t wait. The building expansion will be discussed again in 3-5 years.

**K. Unfinished Business:**

None.

**L. New Business**

Election of Board Officers:

Bob created a **Nominating Committee** to present a slate of nominees for the September meeting for officer election: Chris Lafikes-Chair, Francie Powell, and Sharon Whittaker. This permanent committee will meet as needed depending on bylaw revisions. Cary will forward current policy on nominating officers for Chris and Bob’s review.

Restructuring of Committees:

Bob proposed that a new, permanent **Executive Committee** be created to be a sounding board for the Director in formulating certain proposals for full board review. The Board agreed and Bob stated that the committee will always be comprised of the three current Board officers: President, Vice President, and Secretary.

Bob restructured other current committees as follows:

**Personnel Committee**

Gary Denué, Chair  
Sharon Whittaker  
Gloria Zupanci

**Finance Committee**

Kim Harrison, Chair  
Gary Denué  
JoAnn Nabe

**Facilities Committee**

Francie Powell, Chair  
Chris Lafikes  
Gloria Zupanci

**Policy Committee**

Kim Harrison, Chair  
Gary Denué  
JoAnn Nabe

**Nominating Committee**

Chris Lafikes, Chair  
Francie Powell  
Sharon Whittaker

**Executive Committee**

Always comprised of 3  
current Board officers:  
President / VP / Secretary

**Strategic Planning Committee (Ad Hoc)**

Gary Denué, Chair  
Kim Harrison  
Chris Lafikes

**M. Presentation to Board**

None.

**N. Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 8:57 pm.