

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 25, 2017
Time: 8:00 pm
Place: Meeting Room

Call to order and roll call of members:

Vice President Fornof called the meeting to order at 8:15 pm.

Members Present:

Gary Denué
Pete Fornof
Kim Harrison
Chris Lafikes
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Bob LaRose
JoAnn Nabe

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by Gloria Zupanci, to approve the minutes of the Tuesday, November 29th, 2016 Board meeting.

Motion carried.

C. Communications:

Susan presented the board members with holiday gifts from the Mayor – USB car chargers.

D. Committee Reports:

1) *Building*

2) Susan reported that Bob Pfeiffer, Head of the City of Edwardsville Parks and Recreation Department, spoke to Scott Plocher on the library's behalf. Mr. Plocher recently purchased the Madison Mutual building and has offered to donate the building's 10 year old HVAC unit to the Library. This HVAC unit is the same capacity as the Library's and can be used to replace the Library's current system, which has already exceeded its 20 year lifetime expectation by at least five years.

Motion by Gary Denué, seconded by Gloria Zupanci, to approve accepting the donation of a used HVAC unit from Scott Plocher pending proposals for cost estimates.

Motion carried.

Susan reported that the building phone service, provided by Sun Communications, is unable to support our Story Time call-in service. Sun Communications suggested a device that would work with our system that has fifty pre-recorded stories at a cost of \$2,000. Sharon suggested this might be something the ELF's could fund, and the board advised that Susan look into the details for further discussion.

3) *Personnel*

Susan reported that the resumes received for the publicized part-time marketing position did not meet our criteria for experience. Susan recommended having Shari Hickman and her associate present a new proposal. Kim suggested that her husband Steve, who has expertise in this field, meet with the board as an advisor regarding what to ask for when interviewing marketing consultants. The board agreed to meet with Steve Harrison before having Shari Hickman present her ideas at a board meeting. Susan will schedule both.

Motion by Francie Powell, seconded by Gary Denué, to set the personnel budget for FY 2017-2018 at \$684,626.00.

Roll call

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Susan and Cary were dismissed while the board held a brief closed-door session. Upon return, Susan was asked to prepare a self-evaluation for her annual review with Francie Powell and Bob Larose, to be scheduled in March.

4) *ELF*

Sharon reported that the ELF's' annual membership renewal letters have been sent in the mail. She reminded board members to pay their membership dues.

Pete suggested that the ELF's consider becoming part of the Edwardsville Community Foundation to collect donations. Sharon said she would discuss this with the ELF board.

5) *Finance*

Pete Fornof nominated JoAnn Nabe to fill the vacancy of the Finance Committee Chair. The board approved pending JoAnn's agreement.

Motion (via December email communication) to approve the December prepaid bills in the amount of \$63,192.21. **Motion carried (via December email communication)**

Motion by Gary Denué, seconded by Pete Fornof, to formally approve the December prepaid bills in the amount of \$63,192.21.

Roll call

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Motion (*via December email communication*) to approve the January bills to the City Clerk in the amount of \$25,224.42. **Motion carried** (*via December email communication*)
Motion by Gary Denué, seconded by Kim Harrison, to formally approve the January bills to the City Clerk in the amount of \$25,224.42.

Roll call

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Motion by Gary Denué, seconded by Kim Harrison, to approve the January pre-paid bills in the amount of \$64,894.00.

Roll call

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Motion by Gary Denué, seconded by Kim Harrison, to approve the February bills to the City Clerk in the amount of \$28,189.90.

Roll call

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Motion by Gary Denu, seconded by Francie Powell, to set the FY 2017-2018 budget at \$1,387,400.00 for revenue and \$1,387,400.00 for expenditures.

Roll call

Gary Denu – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

E. Illinois Heartland Library System

Gary reported that the FY 2018 request will be held at the FY 2015 level. Public Library grant amounts will be disclosed soon. Still no Illinois budget set.

F. Librarian-Director Report

Susan asked that the library be closed on Friday, April 28th for a staff development day. The board agreed to this request.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Kim Harrison. The meeting was adjourned by Vice President Fornof at 9:09 pm.