

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 28th, 2015
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:01 pm.

Members Present:

Gary Denué
Pete Fornof
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Members Absent:

Emily Gates
Kim Harrison
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by Pete Fornof, to approve the Personnel Committee meeting minutes for Tuesday, November 18th.

Motion carried.

Motion by Pete Fornof, seconded by JoAnn Nabe, to approve the Finance Committee meeting minutes for Tuesday, November 18th.

Motion carried.

Motion by Sharon Whittaker, seconded by JoAnn Nabe, to approve the regular board meeting minutes for Tuesday, November 18th.

Motion carried.

C. Communications:

Susan read aloud a note to the board from Judy Thompson thanking them for her retirement gift.

Susan received a thank you email from Gamma Phi Omega for a selection of children's library books put together by Cary and donated for their immigration and women's refugee program.

Susan received a letter from the Illinois Secretary of State Jesse White stating that the FY 2015/16 per capita grant for the library will be in the amount of \$30,366.25. These funds are designated for collection development and payroll.

Susan reported that she received payment of \$10/day from the Office of Jury Commission for jury duty she completed on January 27th.

Susan received a bill from Dennis Bland for \$165.00 for the library print he created for Judy's retirement gift from the board. Each board member will pay \$18.33.

Chris Palmer works at the library with his aid three mornings per week. He is participating in the upcoming Special Olympics annual dinner/dance and auction to raise money for the Special Olympics. He has requested, and we have agreed, to provide a donation basket of books for the auction.

D. Committee Reports:

1) Building

Susan reported that fire door closure controls have failed on the lower level door set near the elevator. New door closure mechanisms will be ordered and installed at a cost of \$2,151.00.

The annual elevator inspection has been scheduled.

2) Personnel

Gwen Bumpers is starting online classes for the University of Wisconsin MLS program. Gwen currently has a Master's in History.

Katherine Rose, our Social Media Coordinator, reports that the library has 1,585 followers on Facebook, and that the Blog has had 5,460 views. She created an infographic which details other interesting library statistics.

Susan shared the news that Anne Wolfe is engaged and plans to marry on April 30th, 2015.

3) ELFs

Sharon reported the following:

- The ELFs are in the process of collecting annual dues.
- The November and December seasonal donation drives were a success.
- The ELFs received \$310.00 in donations for their holiday gift wrapping program.
- The ELFs arranged for the library's holiday poinsettias to be provided by the high school band.
- The total funds collected through Book Prospector in 2014 were \$588.97.
- The ELFs received a check in the amount of \$675.00 for the Kennedy book sale through Leslie Hindman Auctioneers in Chicago. They gave the patron who found the book \$75.00.

4) Finance

Motion by Gary Denué, seconded by Francie Powell, to approve the pre-paid bills in the amount of \$66,511.66.

Roll call:

Gary Denué – yes
Pete Fornof – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Motion by Gary Denué, seconded by Pete Fornof, to approve the bills to the City Clerk in the amount of \$19,044.75.

Roll call:

Gary Denué – yes
Pete Fornof – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Francie Powell, to ratify the December 2014 monthly bills: Pre-paid, \$116,386.23, and bills to City Clerk, \$58,294.14, as approved by the board via an email vote taken at the beginning of January, 2015.

Motion carried.

The Board recognizes that the 2015/16 budget (revenue and expenditures) has been revised to a new total of **\$1,349,700.00. (confirm with Jill)**

E. Illinois Heartland Library System

Gary Denué reported that the IHLS board is working on a new mission statement which will be approved this summer after incorporating staff and consultant input.

F. Librarian-Director Report

Susan reported that the Passport project promotional materials are ready to go to press. She passed around a sample of the library's informational page.

Susan reported that our new service for patrons to submit donations and memorials online is working well.

Susan reported that she is on the planning committee for the annual Illinois Legislative Breakfast that will be held on March 6th.

Susan reported that all staff will attend a mandatory ethics training workshop at City Hall the week of February 2 – 6th.

G. Unfinished Business

None.

H. New Business

Pete reported that a patron inquired why the library closes at 5:00 pm instead of their preference for 6:00 pm on Fridays.

Susan reported that our public mobile printing service is almost ready to launch. The board agreed that a **one year software license** should be purchased, instead of a four year license, so that the product can be evaluated annually.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Gary Denu, seconded by Francie Powell. The meeting was adjourned by President LaRose at 8:17 pm.