

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, July 29th, 2015
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

Vice President Pete Fornof called the meeting to order at 7:04 pm.

Members Present:

Gary Denué
Pete Fornof
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Members Absent:

Emily Gates
Kim Harrison
Bob LaRose

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Francie Powell, to approve the regular board meeting minutes for Wednesday, June 24th, 2015.

Motion carried.

C. Communications:

Susan reported that patron feedback warranted the reinstatement of the “free” magazine basket in Carnegie’s. Previously, the basket became overfilled with other items besides magazines, but patrons let us know that they really enjoyed the service of a magazine exchange and so we’ve brought it back.

D. Committee Reports:

1) *Building*

Susan reported that she got two bids for the roof trim and Youth department paint jobs. Dannix’s bid (non-union) was less than Wuebbels. Pete suggested that Susan contact the City and report back their guidelines for hiring contractors so that we can follow their criteria.

Susan reported that Kane is monitoring the Library’s A/C cooling sensors because they have caused the units to kick off three times this summer – the cold water is getting too cold.

Kane would like to keep the units running as long as possible and they will replace sensors if necessary.

Royal Solutions installed a new server the weekend of July 24th. This was a pre-emptive move Robbie felt was important because the previous server was old.

2) *Personnel*

Cary reported that Denise Threlkeld, the Youth Program Assistant, has resigned her position to spend more time with her family. Anne will cover her hours internally until she can find a suitable replacement. Karen Klaus, a long-time adult circulation clerk, also resigned this month. She is moving to Indiana. She has been replaced with Kelcey Hill, a previous staff member of Gillespie Public Library who has been covering weekends for us this summer.

3) *ELFs*

Sharon confirmed that the ELFs made \$162.68 at the annual bake sale fundraiser on July 9th, and \$76.55 at the used book sale in the park on July 16th.

4) *Finance*

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$90,842.69.

Roll call:

Gary Denué – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$33,002.58.

Roll call:

Gary Denué – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes

Motion carried.

As a follow-up to a previous question about auditor payments, Susan explained that we set the current budget before the final auditing charge came through from the City in December 2014. The December charge was a bit higher than the previous year, and we had no way to predict that so we may go over budget on this line item for the current FY.

E. Illinois Heartland Library System

Gary reported that the draft of the IHLS long range plan is still under discussion. He explained that it looks good and he will distribute it to the full board once the draft is finalized. He also reported that Leander Spearman, Director of the Belleville Public Library, has been named as the new President on the IHLS board.

F. Librarian-Director Report

Susan reported that she spoke to City Planner Scott Hanson about the library's zoning in the park. He explained that we are in the Central Business District, B1, in which a "zero foot setback rule" is in place. Basically, this means that we must stay one foot back from any sidewalk.

Susan reported that Fred Schlipf will be on the premises the afternoon of Tuesday, August 25th, and all day Wednesday the 26th to consult with staff and prepare his recommendations for a building expansion. He will then present his recommendations to the board at the Wednesday, August 26th board meeting. Based on board input, he will stay over on Thursday if necessary.

Susan is still working with the Illinois State Treasurer's office and the E-Pay Technical Support Manager to determine the best way to submit our PCI compliance questionnaire. The registration of the PCI validation company is still in flux and as soon as a company has been confirmed we will proceed with submission. The City does not provide PCI training for their staff.

Susan reported that the EPL policy manual has a few discrepancies with the City's Personnel policy, which was merged with our policy under Deanne Holshouser's tenure for consistency. Susan and Cary are comparing text with the City's newer policy and will report any recommended changes in wording in the coming months.

Susan reported that someone needs to be appointed as the Library FOIA Officer. Deanne held this position in the past. The board agreed that it would be advisable to choose a library staff member who has easy access to specific library information, rather than a board member.

Motion by Sharon Whittaker, seconded by Gloria Zupanci, to appoint Susan Carr as the FOIA Officer for the library.

Motion carried.

Susan reported that Lt. Fillback of the Edwardsville Police requested the use of a building key and training on the building alarm so that he can provide access to the library as a storm shelter if necessary during the Edwardsville Rotary's annual bike race on August 15th. The library is designated as a storm shelter by the United Way. Pete suggested that the board approve this request on the condition that Lt. Fillback contact Susan if circumstances dictate that he enter the building. The board agreed.

Susan requested approval for purchasing a DVD only drop box for Kansas Street. Despite labels and signage asking that DVDs not be put in regular book drops, patrons continue to do so and items get damaged. The board agreed.

G. Unfinished Business

None.

H. New Business

None.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Francie Powell. The meeting was adjourned by Vice President Fornof at 7:55 pm.