

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, June 28th, 2017
Time: 7:00 pm
Place: Meeting Room

A. Call to order and roll call of members:

Vice President Pete Fornof called the meeting to order at 7:00 pm.

Members Present:

Gary Denué
Pete Fornof
JoAnn Nabe
Sharon Whittaker
Gloria Zupanci

Members Absent:

Kim Harrison
Chris Lafikes
Bob LaRose
Francie Powell

B. Introduction of guests:

Librarian-Director, Susan Carr; Assistant Director, Cary Harvengt; Business Accountant, Jill Schardt.

C. Public Comment

None.

D. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the board meeting minutes for Wednesday, May 31st, 2017.

Motion carried.

E. Communications:

Susan reported that patron Lennil L. Johnson, who has been banned with documented inappropriate behavior, sent her a request for copies of our incident reports regarding his actions at the library. Susan sent Mr. Johnson copies of the requested reports. He replied by requesting reinstatement and/or a meeting with board members. Our monthly library board agenda is posted for the public as required. There has been no further response from Mr. Johnson.

A patron complained on Facebook Messenger to the library that a staff member “was rude” to him, and spoke too loudly when asking him to move his laptop cord, which was a tripping hazard

on the floor. We responded to the patron and talked to the staff member. No further action was required.

F. Committee Reports:

1) *Building*

Cary reported:

- The exterior building windows were cleaned inside and out. Some seals are broken and condensation develops between the glass, but dissipates when heated by the sun.
- A leaking faucet on the custodian sink was replaced.
- Edwardsville Glass has ordered two sheets of glass to replace broken panes: 1) Youth computer lab, interior wall; 2) Exterior entry door, lower panel.
- A carpet square in the adult reading room had buckled and was repositioned by the company that installed it.
- JF Electric completed a task list with various bulb replacements and a new ceiling light over the small alcove at the bottom of the west staircase.
- Our magazine collection is now located in space-saving metal shelving units attached to the end of six book stacks. We will be donating the old, over-large magazine racks used previously to increase floor space in the adult reading room.

2) *Personnel*

Susan reported that the Youth department is using extra staff for summer programs, and that the adult staffing is somewhat short due to vacations, but being covered sufficiently.

3) *ELFs*

Sharon reported:

- The annual band concert fundraiser, with bake sale and book sale, will take place on Thursday, July 13th.
- The ELFs purchased a new microwave for the staff kitchen.
- The ELF newsletter was sent in June, via email and regular mail.

4) *Finance*

Because there were no pre-paid bills in the month of May due to a delay at the City, two months of pre-paid bills will be approved this month:

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the pre-paid bills for May in the amount of \$137,301.74.

Roll call:

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

Motion carried.

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the pre-paid bills for June in the amount of \$75,198.81.

Roll call:

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

Motion carried.

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the bills to the City Clerk in the amount of \$35,219.81.

Roll call:

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

Motion carried.

G. Ad Hoc Committee: Strategic Plan

Gary reported:

- The committee has agreed that forming a strategic plan (rather than a long-range plan) better suits our purposes at this time.
- Gary is working with city officials to gather information for a city assessment.
- Susan and Cary are gathering information for a library assessment, which will be obtained from the last five years' IPLAR reports.
- The committee is tasked with finding sample public library community surveys to compare with our previous surveys so that we can determine if a new survey should be created at this time.
- Gary will get cost information from IHLS regarding the facilitator they hired to help with their recent strategic planning process to determine if this is a professional service that we should consider.
- Gary has drafted a letter to the seven prospective committee members we have chosen from a list of citizens, to ask them if they would like to participate. Cary will send the letters on June 29th. Gary hopes to confirm community member participation by July 15th.

H. Illinois Heartland Library System

Gary reported that the system has rolled out its new logo and website. The system has also posted a new informational video for public view.

I. Librarian-Director Report

Susan reported:

- Dennis McCracken needs library sign-off on our building, contents, and collection values for insurance purposes by July 15th. We believe that some of these values should be

raised. Susan has made an appointment with an insurance person who handles the city policies to discuss the best way to make updated assessments. We may want to hire an independent assessor.

- Susan reported that this year's IPLAR requires the president of the board, and the board secretary, to type their names at the bottom before submission as proof of review. Since Bob is out of town, Susan will ask if the vice president can sign in his place.
- Susan, Jacob, Amanda, and Megan attended the American Library Association annual conference in Chicago. Carla Hayden, the new Librarian of Congress, gave a keynote address. Project Outcome, which provides tools for libraries to measure the effectiveness of their programs was featured, and Reshma Saujani, founder and CEO of the nonprofit "Girls Who Code" also spoke. Megan has been providing coding programs for girls for the last year.
- Susan reported that over 100 people attended our stargazing program with the Riverbend Astronomy Club. We will host another program on July 31st with Riverbend leading up to the solar eclipse.
- Susan ordered "summer edition" library cards in various colors with reading-related phrases on them. We've issued over 50 new library cards since June 12th and 80% of patrons chose to pick a new colored card.

J. Unfinished Business

None.

K. New Business

None.

L. Presentation to Board

None.

M. Adjournment

Motion to adjourn the regular meeting by Pete Fornof, seconded by Sharon Whittaker. The regular meeting was adjourned by Vice President Fornof at 8:36 pm.