

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

Date: Wednesday, June 29<sup>th</sup>, 2016  
Time: 7:00 pm  
Place: Meeting Room

**Call to order and roll call of members:**

President Bob LaRose called the meeting to order at 7:04 pm.

Members Present:

Pete Fornof  
Emily Gates  
Bob LaRose  
JoAnn Nabe  
Francie Powell  
Sharon Whittaker  
Gloria Zupanci

Members Absent:

Gary Denué  
Kim Harrison

**A. Introduction of guests:**

Librarian-Director Susan Carr, Research & Adult Services Librarian Devin Gordon.

**B. Disposition of regular minutes:**

**Motion** by JoAnn Nabe, seconded by Gloria Zupanci, to approve the board meeting minutes for Wednesday, May 25th, 2016.

**Motion carried.**

**C. Communications:**

Susan received a letter from Senator Richard Durbin thanking her for her request to nominate Dr. Carla Hayden for the Library of Congress Librarian.

**D. Committee Reports:**

1) *Building*

Susan reported that the continued A/C problems have been fixed. She also purchased floor fans to have on hand for staff and patrons when the A/C is not working well. The Board discussed purchasing a new air conditioning unit. Any upgrades to our system now may not work properly with a building expansion in the future. The board decided to be prepared by going out to bid on the A/C unit in November for a possible replacement in the spring if necessary.

2) *Personnel*

None.

3) *ELFs*

Sharon reported that the ELF's annual fundraiser at the band concert will be held on July 14<sup>th</sup>. The group has received many new volunteers for the concert concessions through their annual membership drive/renewal process.

Books sold at the Summer Reading kickoff totaled \$166.70. So far the ELFs have paid for five children's programs totaling approximately \$1,400.00.

4) *Finance*

**Motion** by JoAnn Nabe, seconded by Pete Fornof, to approve the pre-paid bills in the amount of \$73,217.70.

**Roll call:**

Pete Fornof – yes  
Emily Gates – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Sharon Whittaker – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

**Motion** by JoAnn Nabe, seconded by Gloria Zupanci, to approve the bills to the City Clerk in the amount of \$20,832.74

**Roll call:**

Pete Fornof – yes  
Emily Gates – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Sharon Whittaker – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

Susan reported that she received the per capita grant in the amount of \$18,726.00.

**E. Illinois Heartland Library System**

Susan reported that she attended the annual IHLS member meeting on June 28<sup>th</sup>.

**F. Librarian-Director Report**

Susan mentioned that someone donated reading glasses in the Little Free Library.

A disabled veteran residing outside the city limits with a 0 property tax bill per new Illinois law requested a library card. The board agreed that this person should be issued a card without paying.

Susan reported that we will review our records disposal process in August with a State of Illinois Archives representative.

A copy of the letter sent to Andrew Carnegie was found in a locked case in our basement storage room along with other early library records.

Susan reported that we are part of a PCI compliance pilot program with a new vendor.

Susan reviewed the IPLAR with the board and discussed various annual statistics.

**Motion** by Bob LaRose to approve the FY 2015/16 IPLAR for submission.

**Motion carried.**

The board was notified that board secretary Emily Gates has moved outside the city limits. Bob LaRose will contact the mayor before declaring a board vacancy. The board agreed to nominate Francie Powell as the new board secretary.

**Motion** by Bob LaRose to appoint Francie Powell as the new board secretary.

**Motion carried.**

The board discussed using social media to promote a “Did You Know?” campaign detailing library services and program to the public. They suggested using posters and partnering with local businesses as well to generate support for the library beyond our regular library users. Susan reported that she contacted Sherrie Hickman of Creative Designs graphic studio for possible consultation.

Susan is still deciding which book/media drop will suit our purposes best and will place an order soon.

#### **G. Unfinished Business**

None.

#### **H. New Business**

The board convened an executive session at 8:35 pm to discuss board and personnel updates and adjourned at 8:53 pm.

#### **I. Presentation to Board**

None.

#### **J. Adjournment**

Motion to adjourn by Gloria Zupanci, seconded by Sharon Whittaker. The meeting was adjourned by President LaRose at 8:55 pm.