

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, May 27th, 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
Emily Gates (*left early: 7:57 pm*)
Kim Harrison
JoAnn Nabe
Francie Powell

Members Absent:

Bob LaRose
Sharon Whittaker
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, Youth Librarian Anne Low, Head of Adult Services Jacob Del Rio, Adult Services Librarian Devin Gordon.

Jacob explained the details of the adult summer reading program, described the prizes and activities planned, and introduced Devin to the board. He also detailed the summer computer classes he and Devin have planned, as well as new movie and book club projects he will try out this summer.

Anne gave the board an overview of the kids' summer reading program, displayed the various prizes for each age group, and described the food and entertainment provided for the kick-off party to take place on Wednesday, June 3rd. Last year there were nine hundred people in attendance at the kick-off event.

B. Disposition of regular minutes:

Motion by Emily Gates, seconded by Kim Harrison, to approve the regular board meeting minutes for Wednesday, April 29th, 2015.

Motion carried.

C. Communications:

Susan received a letter from the Mayor reporting that Bob, Gary, and JoAnn have been reappointed as Board members, with renewal dates of April 2018.

Susan received a letter from the Office of the Illinois State Treasurer explaining that all institutions that provide credit card machines for their customers/patrons must comply with

Payment Card Industry (PCI) standards annually. The IL Treasurer's office is running a pilot program for libraries to help libraries comply. Royal Solutions will isolate our ePay credit card line from the rest of our access points to provide a more secure line, thus reducing the length of the compliance questionnaire we will need to fill out. We will be notified of the deadline for compliance in the near future. Pete suggested that board members review and sign off on Robbie's survey completion since this is such an important issue with possible financial repercussions.

D. Committee Reports:

1) Building

Susan reported that she talked to Fred Schlipf, Library Building Consultant, about possible expansion. He explained that there has been no grant funding for libraries since 2012, and that most libraries are trying to raise money for these projects through public referendums or through 501c3 library foundation applications. He is working on several additions for other libraries at the moment. The board suggested that Susan look at Fred's original plans from 2008 to see if any of the recommendations could be utilized in a future northward expansion. Gary offered to help analyze the previous plans with Susan. The board recommended that Susan prepare a list of top priorities for a building expansion (types of rooms needed / sizes, etc) to be presented at a special board meeting before consulting Fred again.

2) Personnel

Cary reported that Kelcey Hill has been hired to work weekend shifts, replacing Kayla Henning who left for graduate school in another state. Kelcey also works part time at the Gillespie Public Library. Anne has also hired two clerks/shelvers to help through the busy summer months.

3) ELFs

Susan reported that the ELF account balance is currently \$10,346.16.

4) Finance

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$69,763.02.

Roll call:

Gary Denué – yes
Kim Harrison – yes
JoAnn Nabe – yes
Francie Powell – 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 \$26,857.52.

Roll call:

Gary Denué – yes
Kim Harrison – yes
JoAnn Nabe – yes

Francie Powell – yes

Pete Fornof – yes

Motion carried.

Susan presented the end of FY 2014/15 financial statements for board review. There is a \$21,290.00 surplus remaining.

E. Illinois Heartland Library System

Gary reported that the long range plan will be completed in August, with presentation to the full IHLS board in September. The new FY 2016 budget will be the same as FY 2015 – no increase – due to projected cutbacks from the state of Illinois. IHLS has a surplus they are able to draw on in case of cutbacks.

F. Librarian-Director Report

Susan presented the Illinois Public Library Annual Report (IPLAR) for board approval. Susan gave an overview of the questions and explained line items changes.

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the 2014/15 IPLAR report for submission to the State of Illinois.

Roll call:

Gary Denué – yes

Kim Harrison – yes

JoAnn Nabe – yes

Francie Powell – yes

Pete Fornof – yes

Motion carried.

Susan reported that she spoke with Walter Williams regarding the City’s “Experience Edwardsville” app, which is under development. Walter said that we will be listed under “library” on the app, and they will link to our events. He will keep Susan posted in the coming weeks.

Susan reported that both Robbie and Troy Brown from IHLS agree that there is no reason for us to keep AT&T or Illinois Century Network (ICN) as internet providers in addition to Charter Business since their current purpose is so minimal. Charter can handle all of our needs and Robbie monitors our internet connection through Charter consistently. Currently AT&T only handles staff email, which could be switched to Charter by Robbie. ICN was only needed if AT&T was used. This discussion came about when annual costs went up and the situation was analyzed. We would have to buy out the remainder of our five-year contract with A&T, but the early termination fee of \$3,974 is less than finishing out the contract. Pete suggested that we should confirm that Robbie has a backup in place if Charter goes down for any length of time. The board agreed, based on recommendations by Royal Solution and IHLS, to drop both ICN and AT&T.

Susan reported that the city asked their auditors, C.J. Schlosser and Company, to review the procedures in place for handling cash for all of the city entities. A manager from the firm came and met with Susan and Jill. Jill walked him through our cash procedures. The auditor made a

couple of recommendations for improved daily/monthly reconciliation, and Jill is working with staff to make minor adjustments to our routine to facilitate these recommendations.

Susan presented follow-up information regarding a patron self-checkout station. The board did not come to a conclusion and decided to table the discussion.

Susan explained that as our popular library DVD collection expands, the continued need for more locking cases becomes necessary. To save space, and to safe-guard against theft, we will purchase more multi-part DVD locking cases at a cost of approximately \$2,400.00.

G. Unfinished Business

None.

H. New Business

None.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Kim Harrison, seconded by Gary Denué. The meeting was adjourned by Vice President Fornof at 8:47 pm.