

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Tuesday, November 18th, 2014
Time: 7:33 pm
Place: Meeting Room

Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:33 pm.

Members Present:

Gary Denué
Pete Fornof
Emily Gates
Kim Harrison
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Pete Fornof, to approve the minutes of the Wednesday, October 29th board meeting.

Motion carried.

B. Communications:

Susan received a request to help collect children's and teen books for a Gamma Phi Omega project at SIUE. They are having a book drive.

C. Committee Reports:

1) *Building*

Susan reported that the new shelving units in the DVD/Audio book section have been installed.

Susan reported that the Youth Department carpeting installation for the hallway and circulation area is scheduled for December 12th and 13th after hours. She requested that the non-functional security gates in the hallway be removed. The board agreed.

Bob gave a summary of the Ad Hoc meeting with City officials that took place on October 30th, 2014. Library expansion options were discussed. It was determined that the topic will be revisited after library citizens' survey results have been received in December.

2) *Personnel*

Motion by Emily Gates, seconded by Kim Harrison, to set the personnel budget for FY 2015-2016 at \$666,363.00. This amount includes an atypical twenty-seven pay periods (normally twenty-six pay periods in a FY).

Roll call:

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

Motion carried.

Susan reported that a staff Christmas party will be held on Friday, December 5th.

A typed resolution for Judy Thompson's retirement was approved by the board and signed by President LaRose. One copy will be included in the minutes and one copy will be presented to Judy.

It was discussed and agreed that the Board will present Judy Thompson with a retirement gift.

3) *ELFs*

Sharon reported that the ELFs ordered poinsettias for \$240.00 through the teen advisory board and they will be delivered to the library in early December.

Cary reported that the J. F. Kennedy signature book was sold at auction for \$750.00 on November 4th. She expects the check, made out to the ELFs, to be delivered within twenty-eight days of the sale.

The holiday gift wrapping dates are set for December 13th, 18th, and 20th.

4) *Finance*

Motion by Emily Gates, seconded by Kim Harrison that the budgeted revenue and expenditures for FY 2015-2016 be set at \$1,370,500.00.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$56,702.85.

Roll call:

Gary Denué – yes

Pete Fornof – yes

Emily Gates – yes

Kim Harrison – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$22,361.84.

Roll call:

Gary Denué – yes

Pete Fornof – yes

Emily Gates – yes

Kim Harrison – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

D. Illinois Heartland Library System

Gary Denué reported that the IHLS board hired long range planning consultants.

E. Librarian-Director Report

Susan and Pete reported that the City approved the installation of a “Little Free Library” in LeClaire park, with the understanding that the Library would be responsible for upkeep. Susan will order the library box.

Susan reported that Royal Solutions has installed the “watchdog” software that prevents patrons from downloading illegal/copyrighted materials.

Susan distributed a photo of undersized shelves in the adult stacks and mentioned that the problem might be addressed with the purchase of larger shelves in the future.

Susan distributed examples of some of the annual photo contest winners this year. The photo contest continues to be a great favorite with the community.

F. Unfinished Business

None.

G. New Business

There will be no board meeting held in December. December bill payment will be approved by the board via email and signed on site.

The next board meeting will be held on January 28th, 2015.

H. Presentation to Board

None

I. Adjournment

Motion to adjourn by Emily Gates, seconded by Francie Powell. The meeting was adjourned by President LaRose at 8:30 pm.