

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, November 29, 2017
Time: 7:00 pm
Place: Meeting Room

A. Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:02 pm.

Members Present:

Gary Denué
Pete Fornof
Bob LaRose
JoAnn Nabe
Francie Powell
Gloria Zupanci

Members Absent:

Kim Harrison
Chris Lafikes
Sharon Whittaker

B. Introduction of guests:

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

C. Public Comment

Jamal McLaughlin, of “EdwardsvilleUnity,” attended the board meeting with several members of his group to ask if the library would be interested in promoting faith-based dialogue between different religions and races. He suggested holding meetings and programs. The board suggested that the library could possibly display their “community art” and flyers and asked that Megan Prueter determine possible collaboration opportunities, if any.

D. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Pete Fornof, to approve the board meeting minutes for Wednesday, October 25th, 2017.

Motion carried.

E. Communications:

Megan received two thank-you notes from participants in the youth coding programs, which are turning out to be a big success.

Robbie Prince has informed Susan that Jason Rexford, our main technical support person, will no longer be working for Royal Solutions. Robbie will be checking in at the library weekly until he can find a replacement for Jason.

Susan received a letter from Chris Lijedahl, therapist at Centerstone in Alton, introducing her to the head of community outreach for Centerstone. Chris spoke at a recent staff meeting relating information on helping our homeless population, and those suffering from mental illness. We hope to collaborate in the future.

F. Committee Reports:

1) *Building*

Susan distributed three bids for cleaning the exterior of the library building. Pete asked for a more complete outline of what each bid entails, and if we could obtain references. He also asked if we would have to close the library due to fumes. Susan will gather more information for a future board discussion in the spring.

- The fire department did an annual building inspection with the following update recommendations:
 - Sprinkler heads need to be added to several storage areas or combustible materials removed.
 - More wall outlets need to be added to network stack area.
 - Improve placement of surge protectors and power strips in two computer labs.
 - Storage rooms need a 12-18 inch clearance below ceiling.
 - Cary will get bids and follow up with fire department.

2) *Personnel*

- Amanda Endicott has been accepted into the graduate school at University of Illinois for their Library and Information Sciences program. She will begin online classes in January.
- Cary Harvengt has submitted her resignation – her last day will be December 12th. Susan has had some in-house interest in the job and Susan will post to IHLS.
- Zach Henderson's last day was November 29th. He has accepted an IT job at IHLS. His cataloging job has been posted and Susan has received several applications.
- Susan reported that previous employee Liz Benoodt, who was let go in February, is receiving library-funded unemployment at \$108.00 per week.

3) *ELFs*

- The ELF membership party on November 17th was a hit, but parking was an issue.

4) *Finance*

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the pre-paid bills for the amount of \$119,796.29.

Roll call:

Gary Denué – yes

Pete Fornof – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Pete Fornof, to approve the bills to the City Clerk in the amount of \$30,790.62.

Roll call:

Gary Denué – yes
Pete Fornof – yes
JoAnn Nabe – yes
Francie Powell – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Susan reported that the per capita grant application is due January 15th, 2018.

G. Ad Hoc Committee: Strategic Plan

Gary reported:

- Changes have been made to the two survey drafts. Library language was removed for clarity. The full committee will review suggested changes, with a target date of early January for the surveys to be sent out.

H. Illinois Heartland Library System

None.

I. Librarian-Director Report

Susan reported:

- We have put a copy of our Community Resource printout on the same cart as our hygiene kits to provide a second access point for the public.
- Susan would like to promote more communication between the Adult and Youth staff so that the public can be better informed about services and events.
- We are encouraging circulation staff to have more input in preparing for our adult book club.
- Susan suggested a post card mailing to Edwardsville residents promoting library cards. Gary suggested that we wait until January or February to coordinate any of these efforts with the Strategic Planning surveys.

J. Unfinished Business

None.

K. New Business

The annual budget meeting will be held on Wednesday, January 31st. There will be a Personnel Committee Meeting at 6:00 pm, and a Finance Committee Meeting at 6:30 pm before the regular meeting at 7:00 pm to approve the budget for FY 2018/19.

L. Presentation to Board

None.

Susan and Devin were dismissed at 8:22 pm and the Board convened an Executive Session.

Motion by Bob LaRose, seconded by Francie Powell to move into Executive Session to discuss a Personnel issue.

Roll call:

Gary Denué – yes

Pete Fornof – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

At the start of the Executive Session, Kim Harrison and Chris Lafikes joined the meeting by telephone and participated in the full discussion at the Executive Session.

Motion by Gary Denué, seconded by Pete Fornof, that the board terminate the employment of the Library Director, Susan Carr, effective December 1st, 2017 with the provision of a severance package including three months of salary, and health insurance until December 31st, 2017. Because the director is eligible for retirement benefits under the City's retirement eligibility requirements, the termination may be characterized as a retirement, at the Director's option.

Roll Call:

Gary Denué – yes

Pete Fornof – yes

Kim Harrison – yes (*via phone*)

Chris Lafikes – yes (*via phone*)

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci - yes

Bob LaRose – yes

Motion carried.

The Board directed Bob LaRose to contact Cary Harvengt, the Assistant Director, and Jill Schardt, the Library's Business Accountant, to gauge their interest in serving as the interim Director during the Board's search for a new Director. The Board's consensus was that Mr. LaRose should offer the interim Director position to Ms. Harvengt, if she would accept, and, if not, to offer the position to Ms. Schardt. Bob LaRose and Gary Denué were directed to meet with Susan Carr on Friday morning (December 1, 2017) regarding this motion.

Executive session adjourned at 9:00 pm.

M. Adjournment

Motion by Gloria Zupanci, seconded by Pete Fornof to adjourn. The regular meeting was adjourned by President LaRose at 9:03 pm.