

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, October 28th, 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 7:03 pm.

Members Present:

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

Members Absent:

Bob LaRose

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Emily Gates, to approve the regular board meeting minutes for Wednesday, September 30th, 2015.

Motion carried.

C. Communications:

Susan received an email from patron Katie Henderson complimenting staff member Lisa Engelke's wonderful customer service skills. Katie says that Lisa is "pleasant, knowledgeable, patient and endlessly willing to help search" for items Katie wants.

Susan shared an email from patron Judy Meyer, relating her appreciation for speaker Mark Glenshaw's wonderful program about the Forest Park "Great Horned Owls." This program was very well attended, and Judy also commented that she "loved that Jacob!" and his entertaining way of introducing guest speakers.

Susan received a photo postcard with an historical image of the Edwardsville Public Library, which she plans on framing and putting on display in the library.

D. Committee Reports:

1) Building

Susan reported Kane switched off the A/C and turned on the heat for the winter season.

Dannix has completed the painting in the Youth Department, and has begun painting the outside building trim a little later than expected due to grass seed planted by the City Parks Department.

Susan reported some building use statistics:

- Meeting Room use for 1 year:
 - o Library programs = 436
 - o Public use = 98
- Conference Room use for 1 year:
 - o Library programs = 40
 - o Public use = 156

2) *Personnel*

Stephanie Miller has been hired in the Youth Department as a clerk. Stephanie has worked as a registered nurse.

3) *ELFs*

Sharon reported that the ELF Member Night party was a success. Pete, Francie, JoAnn, and Gloria and her husband Jim, attended and agreed that the party had a nice turnout. Everyone got a prize and enjoyed the food catered by Culvers, and music provided by members of the EHS Orchestra.

Cary showed a short slide show of the photos of the event taken by Jacob.

4) *Finance*

Motion by Emily Gates, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$66,573.57.

Roll call:

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

Motion carried.

Motion by Emily Gates, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$23,581.23.

Roll call:

- Gary Denué – yes
- Emily Gates – yes
- Kim Harrison – yes

JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Pete Fornof – yes
Motion carried.

In relation to programming bills, Cary commented on the popularity of the “Elizabeth Bathory, Blood Countess” program presented by speaker Andrew Cooperman. He was well received and patrons asked that he come back in the future for another topic.

E. Illinois Heartland Library System

Gary handed out a paper detailing the “Trustee Academy,” an online continuing education program paid for by IHLS/RAILS for board members and library administrative staff.

Gary reported that the Executive Director and the IHLS board are doing contingency planning in the event that an Illinois budget is not passed before the reserve funds run out in June 2016. There is concern that if/when the budget does get approved, the State might pro-rate the installments.

Gary also mentioned that some consortia library SHARE fees also get paid from money received from the state, so a delay may affect SHARE services.

Board meetings have now been moved from the Effingham office to Edwardsville. Off-site locations for web participation in meetings will still be offered.

Gary reported that the long range plan has been passed and will be published in the near future.

F. Librarian-Director Report

Susan shared some library statistics with the Board:

- 639 books were added to the collection in the previous month.
- 1,952 books were weeded from the Large Print, Sci-Fi, Fiction and Mystery sections.
 - o Weeding criteria:
 - Item hasn’t circulated in 3 years for fiction / 5 years for non-fiction
 - Then item is evaluated by librarian (i.e. is item the only copy in the system, does it have historical value, a classic, etc.)
- For the year-to-date calendar, we have collected \$2,614.00 in fines.
- Total outstanding fines and replacement costs for lost items going back as far as we have records:
 - o \$93,894.41 (expired patrons: \$69,164.74 / current patrons: \$24,729.67).
- Wi-Fi usage (new IPLAR question) from any device, inside or within range outside the building:
 - o For the week of October 19th – 362 wi-fi connections, with 46 unique visitors.
- Total patron account transactions at circulation desks: 249,299
 - o Average: 704 accessed accounts per day by staff
 - o Unique patrons: 5,997 (of which, 1,738 are from other libraries)

- Daily building attendance: Impossible to be accurate. Varying types of door counters over the years and the current counter (which only counts incoming traffic) will count a group of people as one.

The board requested that Susan prepare possible options for dealing with patrons with high cost losses on their accounts: possibly certified letters with a copy of the felony law provided to each patron.

Susan reported that we are adding a ComicsPlus database from Recorded Books at a cost of \$1,800.00/yr. The database includes 17,000 comics.

Fred Schlipf will have his building addition executive summary ready for the November meeting.

Susan reported that she, Jill and Cary met with Magi Henderson, Youth Librarian at the Glen Carbon Centennial Library, to discuss their 3D printer program. Susan contacted Columbus School teacher Rob Canada to talk about his experience with 3D printing. Mr. Canada's class currently gets help from Glen Carbon Library in printing 3D projects for his class. The board asked for a written usage policy and cost summary so that they could better evaluate the proposed purchase.

Susan spoke with Robbie of Royal Solutions to find ways that library staff might be empowered to handle routine computer problems better to control rising monthly service costs. She also asked for a list of administrative computer passwords so that we would have them on hand to be able to use them if needed.

Susan reported that she has completed the Illinois State Library Capital needs Assessment Survey.

G. Unfinished Business

None.

H. New Business

Due to the Thanksgiving holiday, the board agreed to hold the November board meeting on Monday, November 30th at 7:00 pm.

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by JoAnn Nabe. The meeting was adjourned by Vice President Fornof at 8:27 pm.