

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, October 26, 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 7:00 pm.

Members Present:

Pete Fornof
Kim Harrison
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Members Absent:

Gary Denuc
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, recently nominated board member Chris Lafikes, and former board member Emily Gates.

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the board meeting minutes for Wednesday, September 28, 2016.

Motion carried.

C. Communications:

Per board request, Susan presented Jill's summary and spreadsheet explaining the increase in monthly credit card fees, and Jill's success in getting one of the monthly fees reduced.

Susan read aloud a letter from the Mayor to Emily Gates, acknowledging and thanking her for her past service to the library as a member of the board of trustees.

Bob LaRose read aloud the EPL Board resolution approved in August, 2016 acknowledging and thanking Emily Gates for her past service to the library as a member of the board of trustees. Emily was presented with this resolution, framed and signed.

Susan was approached by Gemstone Bags, an internet company, to see if we were interested in obtaining promotional bags featuring our library information on one side and local business advertising on the other. The board agreed that this out-of-state company was not the best fit for library advertising.

Susan reported that the library is now a pick-up location for the Ed/Glen Chamber's welcome bags for new residents. The bags contain a variety of community brochures and coupons, including library informational materials.

D. Committee Reports:

1) *Building*

Susan reported the following building updates:

- The fire sprinkler inspection has been completed and passed.
- Kane performed the annual backflow test. Worn gaskets have been replaced.
- A fire door escape paddle was installed this week in the Youth Department for the outer doors to the patio. The installer brought a defective alarm and will return to complete the job.
- All fire exit signs in the building have had new batteries and bulbs installed.
- A "scope of project" has been received by Kane for work they are recommending on the A/C unit. Susan forwarded this document to GRP Mechanical and France Mechanical to get competing bids.

2) *Personnel*

None.

3) *ELFs*

Sharon reported that a new \$25 member level gift has been chosen for the 2017 membership drive, to be revealed at a future date. The ELFs are also preparing for their annual Children's books sale, and holiday food pantry and pet collection drives.

4) *Finance*

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$64,239.04.

Roll call:

Pete Fornof – yes
Kim Harrison – yes
Bob LaRose – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes

Motion carried.

Motion by Kim Harrison, seconded by Francie Powell, to approve the bills to the City Clerk in the amount of \$23,859.67.

Roll call:

Pete Fornof – yes
Kim Harrison – yes
Bob LaRose – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes

Motion carried.

Susan reported that the Illinois State Library advises that we budget for receiving the same per capita grant amount that we did last year, but with no guarantee of funds.

The tax levy request for FY 2017-2018 was discussed and the board agreed to request that the tax levy be set at \$1,296,000.00

Motion by Kim Harrison, seconded by JoAnn Nabe, to set the tax levy request at \$1,296,000.00.

Roll call:

Pete Fornof – yes

Kim Harrison – yes

Bob LaRose – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Motion carried.

Susan had Sharon Whittaker sign the signatory sheet for the City that allows all board members to sign bills.

E. Illinois Heartland Library System

Susan reported that, per previous board suggestion, Leslie Bednar (IHLS Director) agreed that it is a feasible idea to put our extra book drop on their grounds. Susan will meet with Leslie and Linda Petty, Operations Manager, to discuss exact location.

F. Librarian-Director Report

Mayor Patton requested a breakfast meeting with Susan to discuss various library changes. One suggestion from the mayor regarding our building expansion plans was to form an ad hoc committee for planning and outreach support. Susan presented the mayor's list of community members for consideration for this committee. The board agreed to table the discussion until the November meeting so that board members could also bring their recommendations, with the idea of forming a smaller planning committee, and a larger advocacy committee.

Susan reported that she had contacted professors at SIUE to recommend graduate student applicants from the Communications Department for our part time marketing position. The board discussed this option and decided to search for a more seasoned candidate. They asked Susan to post the job on the IHLS board, in the local newspaper, and on Facebook. Local marketing firm Creative Options was discussed again as a possible candidate for marketing work.

Susan and Jill attended a seminar conducted by Phil Lenzini, library legal advocate. The seminar was beneficial. One interesting topic discussed was allowing a variety of service animals in the library.

Susan explained that she banned patron Lenil Johnson, whose behavior toward female staff in particular has been inappropriate and, at times, aggressive and threatening. Susan had the police serve a no-trespass notice. Mr. Johnson called Susan to tell her he would sue her for this action.

Susan notified the City Attorney who assured her she would be supported if such an event occurred. We plan to hand out a staff security survey at the next staff meeting.

G. Unfinished Business

None.

H. New Business

Due to the Thanksgiving holiday, the board discussed several options for the November board meeting date. We set a tentative date for Tuesday, November 29th, (in the small conference room) to be confirmed later.

I. Presentation to Board

None.

J. Adjournment: Motion to adjourn by Sharon Whittaker, seconded by Francie Powell. The meeting was adjourned by President Larose at 8:55 pm.