

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, September 28, 2016
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 7:10 pm.

Members Present:

Gary Denué
Pete Fornof
Kim Harrison
JoAnn Nabe
Francie Powell
Gloria Zupanci

Members Absent:

Bob LaRose
Sharon Whittaker

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt.

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by JoAnn Nabe, to approve the board meeting minutes for Wednesday, August 31, 2016.

Motion carried.

C. Communications:

Susan received a thank you note from the American Red Cross because we work with them to schedule the large meeting room for blood drives. Their most recent drive collected 24 units.

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.

D. Committee Reports:

1) Building

Susan explained options for repairing the building A/C put forth by Kane Mechanical. They suggest waiting until a possible building addition to do all at once, which might be a cost saving measure. Kane Mechanical estimates that the project could cost \$60k. Susan looked into the Illinois State Library "Live and Learn Grant" as an option. After conversations with a grant program specialist at the Illinois State Library, Susan learned that maintenance projects would be considered. The minimum award is \$25k, with a dollar for dollar match by the library on the grant dollars awarded. The board agreed to have Susan acquire a few bids on

the repairs so that we can determine what amount to write the grant for (due January 13, 2017), and what amount we would need from the budget for matching funds.

2) *Personnel*

As a follow-up to the August board meeting, Susan drafted a job description for a part-time marketing position. We believe that 12 – 16 hours per week would be adequate. At \$20/hour (going hourly rate for freelance person with a degree), we could budget for a part-time person for a year, with an option to extend that time if needed. The Board agreed that Susan should advertise the position and report results.

Susan reported that our Circulation Manager, Amanda, is doing a great job promoting our 3D printer with the public. Susan handed out “thumbs-up” 3D bookmarks to board members that Amanda is making. These book marks will be placed in books that staff members recommend. Patrons are free to keep the book mark, or return it to be reused for this project. Amanda is also focusing on all the variables for making new library cards and we are using staff training and a designated computer station for card making to improve the process and minimize mistakes.

3) *ELFs*

Susan reported that the ELFs have been preparing for the holiday children’s book sale by sorting and cleaning books.

4) *Finance*

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$68,876.99.

Roll call:

- Gary Denué – yes
- Kim Harrison – yes
- JoAnn Nabe – yes
- Francie Powell – yes
- Gloria Zupanci – yes
- Pete Fornof – yes

Motion carried.

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$24,040.82.

Roll call:

- Gary Denué – yes
- Kim Harrison – yes
- JoAnn Nabe – yes
- Francie Powell – yes
- Gloria Zupanci – yes
- Pete Fornof – yes

Motion carried.

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

E. Illinois Heartland Library System

Gary reported :

- IHLS will receive its per capita grant of approx. \$1.9 million (about half the amount received two years ago).
- Applications for public library per capita grants and school library grants will be available soon.
- IHLS received a \$330,000.00 technology grant.

F. Librarian-Director Report

Susan reported that she and Jill will be attending a workshop at Case-Halstead Library in Carlyle on October 21st where Phil Lenzini will give a talk and answer questions regarding legal issues and libraries.

A patron contacted Susan and offered to buy the library a subscription to an NRA monthly magazine. The board agreed that we could circulate this magazine donated by a patron.

Susan handed out a local map indicating where our current book drops are located throughout Edwardsville. Since we have replaced the book drop on Kansas Street with a multi-purpose media drop, we can put the older book drop in a new location. The Board agreed that Susan should contact the IHLS Edwardsville office to see about locating the book drop in their parking lot.

Susan reported that she has scheduled a board certified Art Therapist/Licensed Clinical Professional Counselor, Chris Liljedahl, to speak at our November staff meeting. He has been working with one of our previous patrons who has had issues with social boundaries at the library in the past, and he believes he can help our staff understand how to better communicate with patrons who have various mental health issues.

Susan reported that the Pinckneyville Public Library has an older model microfilm reader free to pick up that we believe may have the correct parts to keep our older model going longer. Susan will arrange for pickup.

Susan had a request from a patron for a “shredding day.” She will see about possibly scheduling a day in Spring, after Park Street construction is complete, with the company that shreds for the City and the Boy Scouts: Highland Recycling and Shredding.

G. Unfinished Business

None.

H. New Business

None.

I. Presentation to Board

None.

J. **Adjournment:** Motion to adjourn by Pete Fornof, seconded by Kim Harrison. The meeting was adjourned by Vice President Fornof at 8:35 pm.