

**MINUTES**  
**Board of Trustees**  
**Edwardsville Public Library**

Date: Wednesday, February 24<sup>th</sup>, 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 7:01 pm.

Members Present:

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

Members Absent:

Emily Gates  
Gloria Zupanci

**A. Introduction of guests:**

Librarian-Director Susan Carr, Research & Adult Services Librarian Jacob Del Rio, and Joe Huberty of Engberg Anderson (*via phone*).

Joe asked, and the board confirmed, that the only expansion option was to the north of the building. The board agreed on several items for Joe to focus on:

- Location and size of meeting rooms, with a priority on size adequacy and dedicated spaces for Youth and Adult programs.
- Keeping two separate circulation desks for Adult and Youth.
- Moving staff spaces to new locations if necessary to facilitate best use of total space, with clear sight lines being a priority between staff and public space.
- Being open to using an additional level if beneficial, for a combination of public and staff space.
- Keeping or moving the main entrance based on cost benefit of elevator locations and adequate room for access.

**B. Disposition of regular minutes:**

**Motion** by JoAnn Nabe, seconded by Bob LaRose, to approve the board meeting minutes for Wednesday, January 27<sup>th</sup>, 2016.

**Motion carried.**

**C. Communications:**

Susan read a note from the patron suggestion box that the adult staff “bangs books.” Susan has asked the staff to be more mindful of noise at the circulation desk.

Susan reported that a 4<sup>th</sup> grade Girl Scout troop will be doing a “flash mob” at the library on Saturday, February 27<sup>th</sup> at 4:30 pm.

**D. Committee Reports:**

1) *Building*

Susan reported that a contract has been signed with Renaissance Roofing for \$20,052.00 for repairing the tile roof to begin on March 7<sup>th</sup>. Jeff Berkbigler confirmed that is necessary to pay prevailing wages when we hire non-union workers/companies regardless of the cost of the project.

J.F. Electric has finished installing lower lights on the outside walkway standards.

Susan received a letter from American Bookdrop regarding persistent leaking of the DVD media drop box. They have developed a rain cover for our model and are shipping it for us to test.

2) *Personnel*

Youth Librarian Anne Low has submitted her resignation. She will be moving to Ohio with her husband where she will be working as the Teen Librarian at Westerville Public Library. Her last day is Sunday, March 19<sup>th</sup>.

We have hired a new Adult shelver named Kathleen McCracken. She is learning quickly.

3) *ELFs*

Sharon reported that the ELFs have paid for long sleeved t-shirts for library staff.

New tote bags have arrived with the EPL logo on them. The ELFs will offer this bag as a gift to VIP level ELF members, as well as sell them in Carnegie’s.

4) *Finance*

**Motion** by Francie Powell, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$63,358.34.

**Roll call:**

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

**Motion carried.**

**Motion** by Francie Powell, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$25,187.03.

**Roll call:**

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

**Motion carried.**

Susan reported that the library received TIF money in the amount of \$3,869.04.

**E. Illinois Heartland Library System**

Gary reported that the IHLS Blind and Handicapped office in DuQuoin will close due to funding cuts.

**F. Librarian-Director Report**

Susan reported that she is planning a “fine amnesty week” possibly March 13 – 19. Devin, Jacob and Katherine will work on a plan to promote it to the public.

Susan and Jacob attended the Library Legislative Breakfast on February 19<sup>th</sup>. We provided “I (heart) Illinois Libraries” 3-D prints for the legislators. They were so popular that Leslie Bednar, IHLS Director, asked if we could print enough to sell on the system website for \$10 each. Tina Hubert, the Six Mile Regional Library Director, has requested ten.

Our cataloger, Amanda Endicott, has stepped up to take charge of the 3-D printer. She is a student at SIUE, majoring in Computer Management and Information Systems, and she is using her skills to trouble-shoot problems, monitor projects, log maintenance, and explore creative software. She is doing an excellent job.

Susan reported that documents the Illinois State Library requires have been submitted: IPLAR (May) Per Capital Grant (Oct), Library System Certification (Feb), and the Illinet Interlibrary Loan and Reciprocal Borrowing Statistical Survey (Feb).

Susan attended the Edwardsville Economic Forecast Breakfast at the Wildey. The Business of the Year award went to Tri-Start Properties, and the award was accepted by Greg Mudge.

Susan called Walter Williams to have him include the library on the City’s Economic Development “Life” section of their website.

Susan reported that the self-checkout station has been moved to the Youth Department. The average of the number of patrons per month who have used the self-checkout machine since the beginning of the year is 90, but the average number of items previously checked out was 130 adult books per month vs. 280 youth material.

Susan plans on attending the Book Expo in Chicago May 11 – 13.

**G. Unfinished Business**

EPL Policy Manual updates: The board approved various policy manual updates as presented, with one small wording change. New pages will be issued with approval date.

**Motion** by Kim Harrison, seconded by Sharon Whittaker, to approve the updates to the EPL policy manual as presented.

**Roll call:**

Gary Denué – yes

Pete Fornof – yes

Kim Harrison – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Bob LaRose – yes

**Motion carried.**

**H. New Business**

None.

**I. Presentation to Board**

None

**J. Adjournment**

Motion to adjourn by Gary Denué, seconded by Pete Fornof. The meeting was adjourned by President LaRose at 8:31 pm.