

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, March 26, 2014
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 7:00 pm.

Members Present:

Gary Denué
Pete Fornof
Emily Gates
Bob LaRose
JoAnn Nabe
Sharon Whittaker

Absent:

Kim Harrison
Francie Powell
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Sharon Whittaker, to approve the minutes of the Wednesday, February 26th Board meeting.

Motion carried.

C. Communications:

Susan received an email communication from a patron praising Evan Evans for his friendly, thorough service.

Susan received a letter from a past patron, Yuefang Wang, who is donating the sum of \$201.53 to the library. The letter expressed a thank you to the staff on behalf of Yuefang and his son, who both enjoyed coming to the library to read on the weekends twelve years ago.

Tickets will be available for sale at the library for a Lincoln School Alumni dance to be held at SIUE in June. The library has previously agreed to help this alumni group.

SIUE's School of Pharmacy is offering a wellness program to the public. They will take free blood pressure screenings at the Library on the afternoon of Friday, April 11th from 1:30 – 3:30 pm.

Susan was contacted by a representative from the Illinois Secretary of State Organ/Tissue Donor Program. They will have a sign up table at the Library on Tuesday, April 1st from 10:00-1:00 pm for the public.

D. Committee Reports:

1) *Building*

Susan proposed that the Library change alarm companies from Central District Alarm to Tech Electronics (used by the City of Edwardsville). The Library alarm system needs upgrading. The Board agreed. Work to be scheduled.

Susan provided a sample of a new chair/couch option for the adult reading room. Susan proposed purchasing one couch and eight chairs in a material similar to the benches in the rotunda for \$8,765.03 from KI in St. Louis.

Motion by Bob LaRose, seconded by Gary Denué, to approve the purchase of furniture, as indicated above, this year as a capital expense.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Whittaker – yes

LaRose – yes

Motion carried.

Susan reported that the Library elevator passed the annual inspection with the exception of one minor fix of putting a gutter under the water line. Repair to be scheduled.

Country Rose finished the work on the drainage ditch on the East side of the building near the staff room windows.

2) *Personnel*

Circulation clerk Pam Osley submitted her resignation. The position was taken by current Library circulation sub Kayla Silvey.

Susan proposed a new job description and title (Business Accountant) for Jill Schardt's position as requested at the previous board meeting. Pete Fornof suggested that "other duties as apparent or assigned" be added to description.

Motion by Emily Gates, seconded by Sharon Whittaker, to approve the new job description and title for Business Accountant with addition indicated above to be added to the EPL policy manual.

Motion carried

In response to a previous Personnel Committee request, Susan presented a pay rate comparison across library staff positions between EPL and seven other similar Illinois public libraries. It was suggested that a review of current EPL library pay rates, compared to other

like library averages, be discussed during the preparation of next year's budget with the personnel committee.

3) *ELF*

Sharon discussed the following recent purchases by the ELFs for the library:

- The ELFs paid \$1,050.00 for four David Yates' paintings for the Youth Department: Red Cardinal, Bluebird of Happiness, Parrot Trap, and Puffin.
- One chair and two couches have been purchased for \$3,493.58 to replace very worn furniture in main parts of the adult library.

4) *Finance*

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the March pre-paid bills in the amount of \$65,612.89

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Whittaker – yes

LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Gary Denué, to approve the March bills to the City Clerk in the amount of \$31,209.78.

Roll call:

Denué – yes

Fornof – yes

Gates – yes

Nabe – yes

Whittaker – yes

LaRose – yes

Motion carried.

E. Illinois Heartland Library System

- Susan attended the IHLS March Board meeting via video conferencing offered at IHLS in Edwardsville. The System announced that they were awarded a grant from Illinois Secretary of State Jesse White and the Illinois State Library for \$996,242.00 for the purpose of *Growing Resource Sharing in IHLS through Growing Share*. As IHLS membership continues to expand, collection access and circulation numbers will continue to grow.
- The system is purchasing a “sticky” receipt printer for every SHARE library to try as an alternative to using tape for attaching routing slips to books in transit.
- Susan posted a write-in nomination for Gary Denué to the IHLS board. April 15th is the voting deadline.

F. Librarian-Director Report

The public computer labs will undergo an upgrade to Windows 7 on Friday, March 28th and Saturday, March 29th. Royal Solutions will also be on site Sunday, March 30th to troubleshoot any conversion issues. Four new computers have been purchased for the labs to replace older models that aren't able to be upgraded to Windows 7. Delivery of these new computers has been delayed by the manufacturer, and they will be installed as soon as they are received.

Susan reported that she will conduct annual staff evaluations in late April.

Susan distributed an ILA publication – Standards for Illinois Public Libraries – to board members present. The document details standards regarding administration, building, technology, programming, marketing, safety, etc.

Susan discussed the need to fill out an EDGE report for the next per capita grant. The report details library strengths and weaknesses. Bob LaRose indicated that he would look at the report at the next board meeting.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Pete Fornof, seconded by Gary Denué. The meeting was adjourned by President LaRose at 8:13 pm.