

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, September 25, 2013
Time: 7:00 pm
Place: Meeting Room

Call to order and roll call of members:

Secretary Gates called the meeting to order at 7:02 pm.

Members Present:

Emily Gates
Kim Harrison
JoAnn Nabe
Francie Powell (arrived at 7:10 pm)
Sharon Whittaker
Gloria Zupanci

Absent:

Gary Denué
Pete Fornof
Robert LaRose

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the minutes of the Wednesday, August 28th Board meeting.

Motion carried.

C. Communications:

Susan reported that she received a letter from the Main Street Community Center about their trivia night fundraiser on Friday, November 8th at 7:00 pm. The fundraiser will benefit their door-to-door transportation program that serves the disabled and senior citizens.

Susan received a letter from the Illinois Federation of Business Women Metro-East requesting donations for their silent auction event to benefit a college scholarship program. The Library will donate a basket with pre-pub books and library paraphernalia.

D. Committee Reports:

1) Building

The blower fan bearing on the boiler was replaced earlier than expected due to the bearing failure.

Susan has requested bids for window cleaning to be completed after dust settles from the parking lot and sidewalk construction on Kansas Street.

Susan has received bids for a Library security camera installation. Barcom in Belleville is the least expensive and has given prompt responses to her questions. Barcom has been used by the Madison County Historical Museum and Library for seven years and they are happy with their service.

Motion by Emily Gates, seconded by Gloria Zupanci, to approve paying Barcom \$2,375.00 to install security camera.

Roll call:

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

Gates – yes

Motion carried.

The Elevator emergency phone will be installed as soon as it can be coordinated and scheduled by AT&T.

2) Personnel

No changes.

3) ELF

Sharon reported that the Elfs donated \$500 to Plaza Towers Elementary in Moore, OK for their media center that was damaged in a recent hazardous storm.

The Elfs will increase their donation from last year for prizes to the Library's 10th Annual Photo Contest per Judy Thompson's request.

The Elfs have a quote for a memorial plaque for Dorothy Dodson from Eberhart Sign and Lighting Co. in Edwardsville. The cost will be \$425 and the plaque will include her image, a book quote and text to express Dorothy's lifelong commitment to children's reading programs and her love of reading. We are waiting for a preview of the image to be made available before completing the order.

Holiday season plans are being made for the November food pantry collection and the December collection in the Library for the Humane Society. A book display is also being developed to include "special books for special times" which encourages grandparents to read to grandchildren. The Elfs are also looking for ways to expand their gift wrapping program this year.

4) Finance

Motion by Emily Gates, seconded by Francie Powell, to approve the prepaid bills in the amount of \$62,170.73

Roll call:

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

Gates – yes

Motion carried.

Motion by Emily Gates, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$35,611.62.

Roll call:

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

Gates – yes

Motion carried.

The tax levy request for FY 2014-2015 was discussed: Emily Gates recommended that the Library seek an increase in the tax levy for upcoming annual expenses including insurance and personnel costs. It has been three years since the tax levy has been increased, with a decrease last year. The Board decided an increase in the tax levy of 3.95 % for FY 2014-2015 would be adequate to cover the expenses indicated.

Motion by JoAnn Nabe, seconded by Kim Harrison, to set the tax levy request for FY 2014-2015 at \$1,214,000.00.

Roll call:

Harrison – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

Gates – yes

Motion carried.

Susan reported that the wording for the Library’s reserve fund has been changed from “unreserved fund balance” to “special reserve fund.” City Clerk Dennis McCracken confirmed that intra-library fund loans and repayments are achieved by using the pooled cash fund.

E. Illinois Heartland Library System

Susan participated in the online (via Vtel) IHLS board meeting on Tuesday, September 24th. Joan Rhoades resigned as a board member due to her duties as the new Director of the Vespasian Warner Public Library District in Clinton, IL.

IHLS had their annual audit and was found in compliance with their use of federal money. They received a “clean opinion” by auditors.

The undisclosed Edwardsville property developer requested a thirty day extension for their IHLS property purchase decision. They hope to close by the end of this calendar year.

F. Librarian-Director Report

The Special Public Service Committee accepted our response to not pay additional funds for sidewalk repairs in the park in conjunction with the City parking lot reconstruction project.

(Francie Powell had to leave the meeting at 8:04 pm)

The Edwardsville Police Department will give a safety talk to the staff on Friday, October 4th. Best practices for handling patron disturbances or hostile intruders will be discussed.

Susan reported that the Library website should be redone. The need for a mobile version of the site, along with emerging technology that the existing site can't accommodate, prompted this decision. After discussions with other local libraries regarding their website designers, it has been determined that Josh Elmore, an Edwardsville resident employed by Boxing-Clever in St. Louis, has the best bid and customer service follow-up options at \$3,500.00 (coming in \$1,500 - \$2,500 less than other library web designers considered). The Board agreed that the website should be updated and requested a formal contract from Josh which can be looked over and voted on at the October board meeting.

The Board chose Tuesday, October 22nd for the next board meeting so as not to conflict with Halloween week.

Susan requested that the finance and personnel committee meetings be held before the November or January board meetings. Details will be finalized at the October board meeting.

The Edwardsville Arts Center currently displays works by local artists in the library with exhibits rotating several times a year. Susan requested that the Library begin purchasing several pieces of art a year from this group to refresh the collection of art currently hanging in various areas of the library. There is also enough bare wall space to add new art. Sharon Whittaker said that the Elfs might be willing to help with art purchases and said she would bring it up for discussion at their next meeting.

Susan reported that she will be getting bids to paint the reading room and book stacks area to match the main part of the library that was recently renovated. Next on the list for future updates will be carpeting and soft seating for the reading/stack area.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Kim Harrison. The meeting was adjourned by Secretary Gates at 8:16 pm.