

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, April 29th, 2015
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
Emily Gates
Kim Harrison
Bob LaRose
Francie Powell
Sharon Whittaker
Gloria Zupanci

Members Absent:

Gary Denué
JoAnn Nabe

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve the personnel committee meeting minutes and the regular board meeting minutes for Wednesday, March 25th, 2015.

Motion carried.

C. Communications:

Susan reported that the library has received \$2,385.00 in memorial donations for Marion Richards.

D. Committee Reports:

1) *Building*

Susan reported that Barcom has installed the two new exterior security cameras on the east side of the building over the patio. These cameras can be viewed and recorded on the same equipment as the security camera in the main stairway entrance.

Two toilets in the upstairs women's restroom had to be replaced due to cracks and leakage. The men's urinal was rehung with a new gasket. JF Electric replaced twenty-six lightbulbs in the library.

Susan reported that she asked for a bid from Dannix to repaint the exterior roof trim on the building. This project was discussed by the board in Fall 2014 and postponed until spring. A bid of \$6,681.00 has been submitted.

Motion by Emily Gates, seconded by Sharon Whittaker, to approve \$6,681.00 in payment for exterior roof trim.

Pete Fornof – yes

Emily Gates – yes

Kim Harrison – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Anne has requested that the Youth area and hallway be painted after the summer reading program is concluded. The board recommended that Susan present two bids for this project.

2) *Personnel*

Francie reported that the Personnel Committee met before the regular meeting to conduct Susan Carr's annual evaluation.

Susan reported that the annual staff development day was held on April 10th from 9-1 pm. Customer Service motivational speaker Dawn MUSHILL provided a great presentation for the staff. Dawn has tailored presentations for libraries and has spoken at ILA and other area libraries. We also had an IHLS staff member discuss and provide hands-on training for our 3M ebook/audiobook downloadable products. Anne also presented "code Adam" procedures for lost children in the library. Susan surveyed the staff informally afterward and they responded that the most important thing they took away from the presentations was "be an owner, not a renter."

3) *ELFs*

Susan reported that Scrip fundraising cards for use at Schnucks have been placed at the circulations desks and promoted on the website. The ELFs get a % for every grocery transaction.

4) *Finance*

Motion by Emily Gates, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$60,572.70.

Roll call:

Pete Fornof – yes

Emily Gates – yes

Kim Harrison – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$29,782.92.

Roll call:

Pete Fornof – yes
Emily Gates – yes
Kim Harrison – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Susan reported that the City has moved the 27th payroll from FY 2015/16 to the current FY. The amount of this payroll is \$24,680.00. Due to unexpected replacement taxes and 3% left in payroll we are able to absorb this change without going over total FY 2014/15 budget. This means \$24,680.00 will need to be re-appropriated within the FY 2015/16 budget. The board agreed to the following breakdown:

\$ 1,000.00	Community Relations (Little Free Library ongoing purchases)
\$ 11,680.00	Books
\$ 12,000.00	Building

The board also requested that Susan get two bids for the previously approved self-checkout machine – one with a credit card scanner and one without.

E. Illinois Heartland Library System

No report.

F. Librarian-Director Report

Overdrive, one of our ebook/e-audio vendors, has offered to bring their bookmobile to the library on July 1st. Susan received permission from the Parks Dept., Police Dept., and Public Works for the large trailer to be parked on the road. She has also acquired a certificate of insurance for the City from Overdrive. The event will include an electronic “petting zoo” and personalized instruction using Overdrive with different devices.

Susan attended the Metro East Public Library forum in Alton at the mall branch. She joined a group requesting “secret shoppers” at our library. Librarians can volunteer to shop or be shopped.

Susan handed around a sample “passport” book that features the library and other historical locations in Edwardsville. Patrons can go to each location and get their passports “stamped.” Anne will pass these out in the Youth department.

Susan mentioned that Jacob has scheduled a Women’s Health Jam for Saturday, May 2nd. This public event will have various stands and professionals and will be advertised through social media and the newspaper.

The Edwardsville Art Center is sponsoring a Craft Show in the Park in September: Friday 9/25, 7-10pm / Saturday 9/26, 10-8pm / Sunday 9/27, 11-5pm. We would like to have some of the artists who can't display their work outside to be able to show in the meeting room. EAC would pay two staff members to man the doors and keep the public in the meeting room area only.

Susan reported that annual staff evaluations have been completed. Staff also provided feedback, some requesting further software and professional training pertinent to their jobs.

Susan reported that the mayor is having a "state of the city" talk at the next city council meeting and that all city department heads, including library department heads, are welcome to attend to be recognized for their service.

Fox 2 News in the Morning will do a "live in your neighborhood" show in Edwardsville on Friday, May 1st from 5:00 – 9:00 am. They will use the library building as a backdrop.

The summer newsletter is at the printer and we expect to see a proof next week.

G. Unfinished Business

Bob and Susan reported that they had another meeting with the mayor on April 7th to continue the discussion on possible library expansion. The mayor and other city officials believe that Kansas Street should remain open to facilitate traffic to other new development in the area, but that library expansion north and west on existing park property would be considered. The board requested that Susan contact Fred Schlipf, library building consultant, for a preliminary discussion about expansion options from the north and east areas of the building.

H. New Business

Pete asked if the Library is included in the new City App. He suggested that Susan check with Walter Williams.

Board members suggested that some of the \$1,000 approved to seed the Little Free Library be used to purchase used books from local retailers.

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 8:23 pm.