

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 31st, 2018
Time: 6:00 pm
Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 6:10 pm.

Members Present:

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

Absent:

Gloria Zupanci

A. Introduction of guests:

Interim-Director Jill Schardt; Assistant Director Cary Harvengt; City Administrator Tim Harr

Disposition of regular minutes:

Motion by Gary Denué, seconded by Francie Powell, to approve the minutes of the Wednesday, November 29th, 2017 Board meeting.

Motion carried.

Disposition of special Board meeting minutes:

Motion by Francie Powell, seconded by JoAnn Nabe, to approve the minutes of the Wednesday, December 20th, 2017 special Board meeting minutes.

Motion carried.

Disposition of special Personnel Committee meeting minutes:

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve the minutes of the Wednesday, January 3rd, 2018 special Personnel Committee meeting minutes.

Motion carried.

Tim Harr, City Administrator, discussed his enthusiasm for expanding collaboration between the City and the Library. As a possible starting point, he asked the board to consider sharing IT personnel as a cost-saving measure. He also mentioned facilities maintenance as another possibility for cost-saving collaboration. The board agreed that sharing IT expertise might

benefit the library and we will consult Devin Gray regarding our current server upgrade, with future discussions on this topic to be scheduled.

B. Communications:

None.

C. Committee Reports:

1) Building

- Jill reported that the elevator needed weekend overtime service due to a urination incident by a member of the public in the elevator.
- The new A/C unit has been installed by Kane and will be tested when the weather warms up this spring.
- Kane Fire Protection has completed the installation of the sprinklers in the north closet and boiler room, bringing us up to code.
 - Cary will coordinate with the fire marshal to sign off on our completed list of tasks brought to light during our annual inspection.
- Ten new chairs were purchased for the conference room to go with a previously purchased new conference table. Jill requested that the board approve funds for painting and carpeting the conference room, which hasn't been updated in over twenty years.

Motion by Gary Denué, seconded by JoAnn Nabe, to approve \$3,000.00 to paint and carpet the conference room.

Roll call:

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

Motion carried.

2) Personnel

- Jill reported that Randolph Harty has been hired as our new Facilities Coordinator and will begin work on February 1st.
- The circulation and page positions are now fully staffed.
- Jill requested approval of two new job descriptions:

Motion by Francie Powell, seconded by Gary Denué, to approve the Facilities Coordinator job description.

Motion carried.

Motion by Kim Harrison, seconded by Gary Denué, to approve the Collection Development Coordinator job description.

Motion carried.

3) *ELF*

Sharon reported that the ELFs will fund the prizes for the “Warm up With a Good Book” winter reading program.

Sharon reminded the board that the 2018 ELF dues are being collected now.

4) *Finance*

Motion (via December email communication) to approve the December prepaid bills in the amount of \$91,829.83. **Motion carried (via December email communication)**

Motion by JoAnn Nabe, seconded by Gary Denué, to formally approve the December prepaid bills in the amount of \$91,829.83.

Roll call:

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

Motion carried.

Motion (via December email communication) to approve the January bills to the City Clerk in the amount of \$40,741.75. **Motion carried (via December email communication)**

Motion by JoAnn Nabe, seconded by Kim Harrison, to formally approve the January bills to the City Clerk in the amount of \$40,741.75.

Roll call:

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

Motion carried.

Motion by Joann Nabe, seconded by Kim Harrison, to approve the January pre-paid bills in the amount of \$59,203.42.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes

Sharon Whittaker – yes

Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the February bills to the City Clerk in the amount of \$25,641.87.

Roll call:

Gary Denué – yes

Pete Fornof – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Bob LaRose – yes

Motion carried.

Motion by Francie Powell, seconded by JoAnn Nabe, to set the FY 2018-2019 personnel budget at \$725,000.00.

Roll call:

Gary Denué – yes

Pete Fornof – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Chris Lafikes to set the FY 2018-2019 budget at \$1,420,750.00 for revenue and \$1,420,750.00 for expenditures.

Roll call:

Gary Denué – yes

Pete Fornof – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Bob LaRose – yes

Motion carried.

D. Ad Hoc Strategic Planning Committee

Gary reported:

- A Mission Statement has been developed and agreed upon by the committee.

- In February a Vision Statement draft will be created with input from library staff.
- Library surveys to both current cardholders and non-cardholders will be mailed on February 15th.

E. Illinois Heartland Library System

None.

F. Interim-Director Report

Jill reported:

- The per capita grant application, and the ILLINET survey, have been submitted, as well as the annual library certification.
- The final disbursement from the estate of Allene Spernal has been received, for a total of \$58,913.39.
- The City conducted mandatory anti-harassment training. Most library employees have complied, with a few on track to complete training in February. Jill requested formal approval of the new anti-harassment policy that was previously approved via email. **Motion** by JoAnn Nabe, seconded by Francie Powell, to approve the new Anti-Harassment policy.

Motion carried.

- Jill requested that the library be closed for Staff Development Day on Friday, April 27th, 2018.

Motion by Francie Powell, seconded by Pete Fornof, to approve closing the library for Staff Development Day on Friday, April 27th, 2018.

Roll call:

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

Motion carried.

- Jill was successful in recruiting/scheduling tax prep volunteers and is currently scheduling required training so that the library can continue offering Gateway EITC free tax preparation help to qualifying patrons.
- Jill presented the “state of the library” report at a recent circulation staff meeting, which was received with great interest and enthusiasm. The staff is ready and willing to move forward in a positive direction.
- Jill reported that the annual Metro East Library Legislative Breakfast is scheduled for February 23rd, 2018. She will share details with any board members interested in attending. She and Evan will be attending as well.
- Jill gave a summary of possible new services Hoopla Engage and Kanopy, both of which should benefit library outreach and replace services that are currently underutilized. The board agreed that these services sounded promising.

- Jill re-visited the topic of liability insurance for Board of Trustee members, and while the board feels they are currently covered under City policies, they suggested that she follow up with Jeff Berkbigler to clarify.

G. Unfinished Business

None

H. New Business

None

I. Presentation to Board

None

J. Adjournment

Jill and Cary were dismissed and the board convened an Executive Session from 9:20 pm to 9:31 pm to discuss Library Director candidates.

Motion to adjourn the regular meeting by Gary Denué, seconded by Kim Harrison. The regular meeting was adjourned by President LaRose at 9:34 pm.