

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, June 24th, 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 7:06 pm.

Members Present:

Pete Fornof
Emily Gates (*left: 7:30 pm*)
Kim Harrison (*arrived: 7:15 pm*)
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Members Absent:

Gary Denué

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

B. Disposition of regular minutes:

Motion by Sharon Whittaker, seconded by Francie Powell, to approve the regular board meeting minutes for Wednesday, May 27th, 2015.

Motion carried.

C. Communications:

Susan reported that the library will partner with SIUE's Honors Program Director, Eric Ruckh, and his group for a project funded by the NEH in 2016. We will provide them with space to conduct proposed mini-courses for a "Humanities in the Public Square" project entitled, "Life in Balance: Re-Imagining Work, Play Community in the Metro East."

D. Committee Reports:

1) *Building*

Francie reported that the building committee met to discuss preliminary ideas for possible building expansion. The board agreed that Fred Schlipf, Library Building Consultant, should be consulted to revise his 2008 executive summary for presentation to the city. They asked Susan to discuss building code boundary questions with Tim Harr first.

Motion by Kim Harrison, seconded by Emily Gates, to spend up to \$5,000 from the reserve fund if necessary to have Fred Schlipf revise his 2008 executive summary, based on our requirements and current library best practices, for presentation to the city. This process will begin after the city confirms any boundary code building regulations in the park.

Roll call:

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

Motion carried.

2) *Personnel*
None.

3) *ELFs*
Sharon and Cary reported that the print and email newsletters will go out on June 25th. Sharon also reported that the annual band fundraiser will be held on Thursday, July 9th and that donations of treats to sell will be requested.

4) *Finance*
Motion by JoAnn Nabe, seconded by Francie Powell, to approve the pre-paid bills in the amount of \$71,634.91.

Roll call:

Pete Fornof – yes
Kim Harrison – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$29,360.41.

Roll call:

Pete Fornof – yes
Kim Harrison – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

E. Illinois Heartland Library System

Susan reported that IHLS requires the board to pass an annual motion to confirm that the library participates in a non-resident program, and to confirm by which method the library determines fees.

Motion by JoAnn Nabe, seconded by Kim Harrison, to confirm that the library does participate in the non-resident program and that the library uses the tax bill method to determine the fee for non-resident cards.

Roll call:

Pete Fornof – yes

Kim Harrison – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

F. Librarian-Director Report

Susan confirmed that the library is designated as a “warming/cooling” center and has been since October 2014. We are not listed as a shelter.

Susan confirmed that the library has been designated as a local historic building since May of 1993. The Historical Preservation Committee of Edwardsville and the City Council would need to approve any additions or changes to the building’s appearance.

Susan reported that Bob Pfeiffer, Director of the Parks Department, has indicated that the library is free to landscape the back sloping garden outside the Youth Department. He cautioned against the use of large rocks or retaining walls that could be a danger if they dislodged on the hill.

Susan reported that she purchased a new color, table-top copy machine for the Youth Department.

Susan reported that the library is required to adopt the City’s Prevailing Wage Ordinance (820 ILCS 130/9) by June 30th. The board confirmed that we will adopt the ordinance.

Per IHLS and state recommendations, we have purged patron records from Polaris that have been expired for more than three years. We will continue to follow this purging criteria annually. Currently, we have 11,425 active patron cards.

G. Unfinished Business

Susan requested a decision be made regarding the acquisition of a self-checkout machine.

Motion by Sharon Whittaker, seconded by Gloria Zupanci, to approve the Director’s recommendation to acquire one self-checkout machine.

Roll call:

Pete Fornof – yes

Kim Harrison – yes

JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes
Motion carried.

Susan reported that the library’s PCI compliance survey has been completed by Robbie at Royal Solutions. He was unable to answer in the affirmative to several answers pertaining to staff training and written policy, which could cause our compliance to be rejected. The board agreed to submit the survey as is at this time.

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 President Larose at 8:36 pm.