

**MINUTES**  
**Board of Trustees**  
**Edwardsville Public Library**

Date: Tuesday, November 29th, 2016  
Time: 7:00 pm  
Place: Meeting Room

**Call to order and roll call of members:**

Vice President Pete Fornof called the meeting to order at 6:56 pm.

Members Present:

Pete Fornof  
Chris Lafikes  
JoAnn Nabe  
Francie Powell  
Gloria Zupanci

Members Absent:

Gary Denué  
Kim Harrison  
Bob LaRose  
Sharon Whittaker

**A. Introduction of guests:**

Librarian-Director Susan Carr, Assistant Director Cary Harvengt

**B. Disposition of regular minutes:**

**Motion** by JoAnn Nabe, seconded by Francie Powell, to approve the board meeting minutes for Wednesday, October 26, 2016.

**Motion carried.**

**C. Communications:**

Susan reported that the City Council officially approved the appointment of Chris Lafikes to the Library Board of Trustees at their November 15, 2016 meeting.

A patron visiting Edwardsville from France spent some time in the library and thanked the staff on his last day, letting us know how wonderful he thought the library was – the service and atmosphere.

Susan reported that the library has been named in the will of Allene Spagnol, who was a teacher at Columbus School. We will be notified of the amount later.

**D. Committee Reports:**

*1) Building*

Susan reported the following building updates:

- IHLS Edwardsville office has agreed to let us put our old book drop in their parking lot so we can have an additional drop-off location.
- Pinkneyville Public Library was giving away a microfilm reader that matched our older model. Jim and another staff member picked it up and we will be able to use it for parts to keep our machine working.
- Susan has contacted Edwardsville High School to see if they would like to put the high school yearbooks we had digitized (on DVDs) onto their website.
- Susan reported that Madison Mutual has an old HVAC unit they will no longer need when they move locations. The unit is very similar to the library's, but newer. The board agreed that Susan could contact Michael Wenos, President of Madison Mutual, to see if there is any opportunity for the library to obtain their discarded HVAC unit.

## 2) *Personnel*

Susan reported that psychologist Chris Liljedahl, from Centerstone, spoke at our recent staff meeting. He helped library staff get a better understanding of how to deal more effectively with mentally ill patients.

Susan presented several proposed updates to the Edwardsville Public Library Policy Manual for review. The Board approved the following:

- **Motion** by JoAnn Nabe, seconded by Gloria Zupanci, to approve an additional point under the Policy on Confidentiality of Library Records section of the manual to safeguard staff and patron contact information in catalog software from casual staff use without permission.  
**Motion carried.**
- **Motion** by Francie Powell, seconded by Gloria Zupanci, to approve updating the FOIA wording in the 3.3.1 Public Records section of the manual to match the City's recent revisions of their FOIA code.  
**Motion carried.**
- **Motion** by Francie Powell, seconded by JoAnn Nabe, to approve revising point D/5 of the 6.14.2 Sexual Harassment Defined section of the manual to add "unwelcome conduct" with clarifying text.  
**Motion carried.**
- **Motion** by Francie Powell, seconded by JoAnn Nabe, to approve revising sections 13 Holidays and 14 Vacation to align policy for 30-35 hour staff with record-keeping changes that had to be made to work with payroll software Incode. Incode's parameters do not allow for averaging as we manually do now. Also, 20-30 hour staff vacation was capped at a fixed 50 hours annually from year two of employment through all subsequent years of employment.  
**Motion carried.**
- **Motion** by Francie Powell, seconded by JoAnn Nabe, to revise section 15 Sick Leave to match wording in the revised IL Employee Sick Leave Act (PA 099-0841) to include additional family members for whom sick leave can be claimed. Also, two small record-keeping revisions were made so that our time clock increments match our Incode sick leave record keeping.  
**Motion carried.**

3) *ELFs*

Susan reported that the ELFs have purchased poinsettias for the library this year, to be delivered December 1<sup>st</sup>.

4) *Finance*

**Motion** by JoAnn Nabe, seconded by Gloria Zupanci, to approve the pre-paid bills in the amount of \$120,330.15.

**Roll call:**

Pete Fornof -- yes

Chris Lafikes -- yes

JoAnn Nabe -- yes

Francie Powell -- yes

Gloria Zupanci -- yes

**Motion carried.**

**Motion** by JoAnn Nabe, seconded by Gloria Zupanci, to approve the bills to the City Clerk in the amount of \$43,211.60.

**Roll call:**

Pete Fornof -- yes

Chris Lafikes -- yes

JoAnn Nabe -- yes

Francie Powell -- yes

Gloria Zupanci -- yes

**Motion carried.**

**E. Illinois Heartland Library System**

None.

**F. Librarian-Director Report**

Susan presented the board with Francie's suggested answer to the Trustee question on the annual per capita grant application. The board agreed to use Francie's answer as submitted.

Susan reported that she has received some student resumes for the part-time marketing position, as well as a resume from the husband of a former staff member. The posting on the IHLS job site went up recently.

The board agreed to table further discussion of appointing an ad hoc committee for building expansion until the January or February meeting.

Vice President Pete Fornof appointed board member Chris Lafikes to fill the vacancy on the Finance Committee.

**G. Unfinished Business**

None.

**H. New Business**

There will be no board meeting held in December.

The January board meeting will be held on Wednesday, January 25<sup>th</sup> and will include committee meetings and the approval of the next FY budget:

6:00 pm	Personnel Committee
6:30 pm	Finance Committee
7:00 pm	Regular board meeting

**I. Presentation to Board**

None.

- J. **Adjournment:** Motion to adjourn by JoAnn, seconded by Chris Lafikes. The meeting was adjourned by Vice President Fornof at 8:28 pm.