

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, October 25, 2017
Time: 7:00 pm
Place: Meeting Room

A. Call to order and roll call of members:

President Bob LaRose called the meeting to order at 7:00 pm.

Members Present:

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

Members Absent:

Gloria Zupanci

B. Introduction of guests:

Librarian-Director, Susan Carr; Assistant Director, Cary Harvengt; Robbie Prince, Royal Solutions

Robbie Prince, from Royal Solutions, answered questions regarding future technology purchases and timing of purchases for the library. Chris Lafikes led the discussion and the board asked Robbie for a detailed bid to replace the server, to be presented at the November board meeting. Other equipment purchases were approved as needed.

C. Public Comment

None.

D. Disposition of regular minutes:

Motion by Gary Denué, seconded by Francie Powell, to approve the board meeting minutes for Wednesday, September 27th, 2017.

Motion carried.

E. Communications:

None.

F. Committee Reports:

1) *Building*

Susan reported:

- Landscaping has been completed in both the east and west facing gardens. A new low retaining wall has also been added to prevent erosion near the patio on the east side of the building.
- Susan is gathering contractor information from the Indiana Limestone Institute on building exterior cleaning options. Gary suggested that Susan also contact Staat Company in St. Louis because they cleaned the Edwardsville Courthouse.
- Susan asked the City Parks Department to trim the trees over our HVAC unit because a branch dropped into the fan causing an automatic shut-off.
- Kane is ready to install the new HVAC unit when the ground is hard.

Cary reported:

- The annual fire extinguisher check has been completed for the building.
- We have put “Emergency Exit Only” decals on the lower level doors near the patio to dissuade people from trying to enter the building on that side and setting off alarms.

2) *Personnel*

None.

3) *ELFs*

Sharon reported:

- An October newsletter has been sent.
- Invitations for the November 17th member party have been sent.
- In November the ELFs will have a collection for the food pantry.
- In December the ELFs will have a collection for the Humane Society.

4) *Finance*

Motion by JoAnn Nabe, seconded by Gary Denué, to approve the pre-paid bills for the amount of \$70,658.46.

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 bills to the City Clerk in the amount of \$29,653.96.

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.

The tax levy request for FY 2018-2019 was discussed and the board agreed to request that the tax levy be set at \$1,325,450.00.

Motion by Gary Denu, seconded by Kim Harrison, to set the tax levy request at \$1,325,450.00.

Roll call:

Gary Denu – yes
Pete Fornof – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes
Motion carried.

G. Ad Hoc Committee: Strategic Plan

Gary reported:

- First drafts of the community survey were distributed. Paul Rose at SIUE, and John Chrastka of everylibrary.org, have also been sent copies for review and suggestions. The committee discussed incorporating SLOT results into survey and other changes for clarity and conciseness. Gary and Amanda will format for appearance.
- The SLOT feedback was discussed. Gary expects to receive a few more submissions. After review, it was decided that some action points could be addressed internally immediately.
- Gary will share some documents with the full board and he explained that a task calendar has been created to push for a June wrap-up of the Committee.

H. Illinois Heartland Library System

None.

I. Librarian-Director Report

Susan reported:

- The per capita grant is due on January 15th. The board will be required to do some reading and analysis to complete the process. Susan will give specific tasks at the November meeting.
- Susan met with Walter Williams, the City's Economic/Community Development Director, on ways the library can promote business development tools to small businesses (i.e. our A-Z Database).

J. Unfinished Business

None.

K. New Business

None.

L. Presentation to Board

None.

M. Adjournment

Susan and Cary were dismissed and the board convened an Executive Session from 8:26 pm to 9:04 pm.

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by JoAnn Nabe. The regular meeting was adjourned by President LaRose at 9:05 pm.