

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, October 29, 2014
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
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Gary Denué
Emily Gates
Kim Harrison

A. Introduction of guests:

Librarian-Director Susan Carr, Assistant Director Cary Harvengt, and Economic Development Director for the City of Edwardsville, Walter Williams

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Francie Powell, to approve the minutes of the Wednesday, September 24th board meeting.

Motion carried.

C. Communications:

Susan and Judy received several thank you notes from local authors who attended our Local Author Book Festival on October 5th. All expressed having a good experience. The festival was a success, with twenty-two authors in the library and increased patron interest this year.

Local author Madeline Melcher sent the library a copy of her book *How to Create a Successful Adoption Portfolio*.

D. Committee Reports:

1) *Building*

Susan reported that new shelving will be built by Steve Stolte for the DVD/Audio book collection. The new shelves will utilize the existing shelf end caps for backs. These shelves will make room for additional audio books and DVDs.

Kane Mechanical completed the sprinkler system inspection.

Susan presented a second bid for the Youth Department hallway and circulation area carpet replacement. This second bid from Vallow Floor Coverings, Inc. came in at \$11,337.00, which was lower than the first bid from Flooring, Inc. The Board approved the project with Vallow.

Motion by Sharon Whittaker, seconded by Gloria Zupanci, to accept the bid by Vallow Floor Coverings, Inc. in the amount of \$11,337.00 to replace the carpet in the Youth Department main hallway and circulation area.

Roll call:

Pete Fornof – yes

JoAnn Nabe – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Susan reported that it was time to replace some of the perennials, mulch and edging in the garden area on the east side of the library. Country Rose presented a bid of \$2,995.00 for the project. The board agreed to wait until spring to do the project.

2) *Personnel*

Susan presented several 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 the job title change and job responsibility updates for the Head of Reference Librarian position to *Head of Research and Adult Services Librarian*.

Motion carried.

- **Motion** by JoAnn Nabe, seconded by Francie Powell, to approve the job title change and job responsibility updates for the Reference Librarian position to *Research and Adult Services Librarian*.

Motion carried.

- **Motion** by Francie Powell, seconded by JoAnn Nabe, to approve the creation of a *Circulation Manager* position and its corresponding job description.

Motion carried.

- **Motion** by Gloria Zupanci, seconded by Francie Powell, to approve the updates in wording to the *Internet Safety Policy*.

Motion carried.

- **Motion** by Francie Powell, seconded by Sharon Whittaker, to approve the updates in wording to the *Duties and Responsibilities for All Staff Members Policy*.

Motion carried.

- **Motion** by Pete Fornof, seconded by Francie Powell, to approve the updates in wording to the *Credit Card Policy*.

- **Motion carried.**

- **Motion** by Gloria Zupanci, seconded by Francie Powell, to approve a new *Youth Department Safety Statement* with discussed modifications to the wording.
- **Motion carried.**

Susan reported that Judy Thompson's retirement party would be held on Tuesday, January 6th at 1:00 pm, and that all board members are invited.

3) *ELFs*

Sharon reported that the ELFs provided \$640.00 to the library for the annual photo contest prizes.

Cary reported that the J. F. Kennedy signature book will be offered at auction on November 5th by Leslie Hindeman Auctioneers in Chicago. She expects to hear the results within a few days after the auction.

The holiday gift wrapping dates are set for December 13th, 18th, and 20th.

The next newsletter will be sent out the first week of November after the November 5th ELF board meeting.

The ELFs approved the purchase of poinsettias for the library this year, supplied by the Teen Advisory Board.

4) *Finance*

Motion by Pete Fornof, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$70,565.35.

Roll call:

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

Motion carried.

Motion by Pete Fornof, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$44,253.71.

Roll call:

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

Motion carried.

E. Illinois Heartland Library System

No report.

F. Librarian-Director Report

Susan reported that the Personnel Committee and Finance Committee should meet before the November board meeting to facilitate getting the budget numbers to the City in December. The board discussed possible meeting dates and scheduled the meetings as follows: Tuesday, November 18th – Personnel Committee at 6:00 pm, Finance Committee at 6:30 pm, followed by the regular board meeting at 7:00 pm. The board requested that an email reminder be sent out to all board members.

Susan reported that Royal Solutions is working on three software installations:

1. Torrent software used to stop illegal downloads by patrons
2. Evance software to improve Youth and Adult program scheduling and sign up
3. Envisionware printing software upgrade to add mobile wi-fi printing services

Susan requested input on the subject of police action to recover library print, audio, or video materials from patrons who have been sent to collections without success. The board concluded that retrieving lost library materials of this nature was not a matter for the police.

Susan presented a final draft of survey questions that will be sent out to random 62025 zip code citizens through an SIUE graduate student marketing project. The board approved the questions.

Susan reported that the library will be a polling place on November 4th.

Susan reported that a meeting with City officials has been scheduled for October 30th at 7:00 pm in the library meeting room. Discussion will include past efforts by the library to research possible expansion.

G. Unfinished Business

Pete Fornof reported that the Rotary club was granted a \$1,000.00 grant to supply the community with a “Little Free Library” box. The Rotary will partner with the library on this project. Susan will look into the possibility of LeClaire Park as a location for the Little Free Library box.

H. New Business

None.

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 8:33 pm.