

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, September 27, 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

C. Public Comment

None.

D. Disposition of regular minutes:

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the board meeting minutes for Wednesday, August 30th, 2017.

Motion carried.

E. Communications:

None.

F. Committee Reports:

1) *Building*

Cary reported:

- Two slow-draining sinks have been repaired. The sink in the staff kitchen bathroom required a new faucet and new drainage pipes.
- The meeting room and youth department hallway have been cleaned again, a follow-up after summer reading programs concluded.

- The master keys for the library had to be replaced and entirely new keys made. The old key copies were no longer working and the lock mechanisms could not be re-keyed. All the old keys have been collected and all new keys issued. We have a key log where we keep track of all staff members who have keys and dates issued/returned.
- We are on Kane's list for our annual backflow test.

2) *Personnel*

Susan reported that we have recently hired Robin Bozark for approximately 28 hours a month as a Research and Adult Services Assistant to work during times when Jacob and Devin aren't scheduled.

Corbin Jones, an SIUE student, has been hired as our new Facilities Attendant. We are waiting for background checks to come through before we schedule his first day.

Susan presented four updated job descriptions for discussion. The "circulation clerk" and "page" positions have been updated to include more requirements for computer proficiency and a focus on customer service, respectively. Two new part-time positions (mentioned above) required the creation of new job descriptions. If approved, these will be put in the policy manual.

Motion by Gary Denué, seconded by Francie Powell, to approve two updated job descriptions (Circulation Clerk / Page) and two new job descriptions (Facilities Attendant / Research and Adult Services Assistant) for the policy manual.

Motion carried.

3) *ELFs*

Sharon reported:

- The next ELF meeting is Wednesday, October 4th. The meeting will begin an hour early to discuss the ELF Membership party scheduled for November 17th.
- The ELF board has approved a new constitution.
- The ELFs are thinking over the possibility of keeping a permanent shelf designated for children's book sales in Carnegie's.
- The ELFs will have a table at the Goshen Market on October 7th.

4) *Finance*

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills for the amount of \$70,972.13.

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 \$27,926.17.

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 reported via Susan:

- We have not received the Per Capita Grant yet.
- We received \$55,491 from the funds from Allene Spornol in August (with no restrictions on spending). \$20k was held back for 60 days in case other expenses come up, so we may receive up to \$3.6k later this year (18% of \$20k.)
 - Sharon suggested some of the money be used for special education and children's materials. Also, memorial plaque, artwork, or park bench would be nice.
- We are at 40.1% of budget (actual May – September is 42% of fiscal year). On target.
- 6010 Payroll - Year-to-date is \$13k favorable to last year, because 2017 includes 10 payrolls vs 11 in 2016. (timing difference)
- 6344 Equipment Maintenance – Currently at 55% of budget and will most likely go over budget by \$2-\$3k in this line. (Unbudgeted alarm company expenses & Sun Communications assisting in phone transition) We will be able to cover with telephone favorability.
- 6371 Telephone – Our service was switched over from AT&T to Charter on 9/20/17. We were paying approximately \$1,400 - \$1,500 per month with AT&T, and Charter will be \$240 per month (\$29.99 per line). The CenturyLink charge of \$25 - \$30 per month will also go away, because our long distance faxes are included with our Charter service. We should end the year with approximately \$7k of favorability in this line.
- 6404 Technology Services/Databases – Currently at 70% of budget. It is mainly timing but also includes some shifting as Hoopla is used by more patrons. Expect to end the year at \$80 - \$85Kish (\$80k budget).
- 6439 Other Fees – Currently at 89% of budget mainly due to paying \$1.4k for 100 collections (2 years' worth for a better price). Not material.

Susan explained recent problems with our new Charter service. It is not compatible with our current Tech Electronics building alarm system. After discussion, the board agreed to lease

new components from Tech Electronics now so that we can make sure alarms are working in the short term. Chris agreed to look over the lease vs. buy options submitted by Tech Electronics so that we can decide going forward which option is better in the long run.

Motion by Kim Harrison, seconded by Pete Fornof, to approve leasing Charter-compatible equipment from Tech Electronics to run our fire and security building alarms. The board agrees to a one-time purchase of a \$796.00 “digital communicator” and a \$110.00 monthly lease.

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.

G. Ad Hoc Committee: Strategic Plan

Gary reported:

- The committee met on September 25th. In addition to staff and board members, four new community members attended.
- Various new business was discussed:
 - The community assessment has been completed by Gary and Chris. Gary will add brief overview text to each graph.
 - A SLOT (strengths / liabilities / opportunities / threats) survey was handed out to all members and will be forwarded to library staff for completion.
 - Gary presented samples of a community survey that might be used. The committee agreed to a mailed version to non-cardholders, and an online version for the library website. A subcommittee was formed to streamline the survey down to a manageable length. We’d like to get the survey out by the end of November.
 - Gary would like to recruit some community members from survey results to participate in a focus group.
 - Cary and Susan will prepare a five-year library assessment for the next meeting.
 - Gary handed out binders to all members to keep committee materials in.

H. Illinois Heartland Library System

Gary reported:

- IHLS has received a letter from the state of Illinois granting a \$3.5 million per capita grant for FY 2018.
- The IHLS board is discussing various topics that affect libraries. The current topic is “fake news” and Gary will send the board a report on the discussion.

I. Librarian-Director Report

Susan reported:

- Jill and Susan are preparing the tax levy request for the October board meeting.
- Susan presented bids from Royal Solutions for recommended purchases this fiscal year (laptops / a new server / printers). The board agreed that the items could be purchased this fiscal year but questioned the high cost of some items. The board requested a price comparison and further explanation of costs before voting to approve.

J. Unfinished Business

None.

K. New Business

None.

L. Presentation to Board

None.

M. Adjournment

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by Kim Harrison. The regular meeting was adjourned by President LaRose at 8:28 pm.