

MINUTES

Date: November 28, 2007

Board of Trustees

Time: 7:00 p.m.

Edwardsville Public Library

Place: Conference Room

A. Call to order and roll call of members:

President LaRose called the meeting to order at 7:00 p.m.

Members present:

Gary Denué

Arnold Franke

Emily Gates

Kim Harrison

Robert LaRose

Tonya McDade

JoAnn Nabe

Gloria Zupanci

Arrived after roll call:

Sharon Whittaker

B. Introduction of guests:

Librarian-Director Deanne W. Holshouser, Assistant-Director Susan Carr

C. Disposition of regular minutes:

Motion by Kim Harrison, seconded by Gloria Zupanci to approve minutes of the Wednesday, October 29th Board meeting.

Motion carried.

D. Communications:

Deanne announced the custodian position opening at Edwardsville Public Library through the city of Edwardsville email service. Tim Harr, Director of the Public Works Department, expressed an interest in discussing a shared custodial position next spring after the Public Works department relocates.

Deanne received an email from a mother concerned about her son's experience in the computer lab. Staff members will be asked to check the computer labs more frequently.

Deanne reported that she is exploring the idea of a "drive up delivery service" for patrons. She discussed the possibility of designating a short term parking space in front of the Library with City Administrator Ben Dickmann, who was enthusiastic about the idea.

Deanne received a thank you note from the Trinity-St. Paul Lutheran School in Worden, Illinois for the Library's donation of a Carnegie's goodie bag for their school dinner auction.

ArtEast sent a thank you letter to the Library for participating in ArtEast 2007. Charlotte Johnson and William Harroff used the large meeting room as an exhibit space for their digital photographs and kaleidoscope collection during the event.

The Central Illinois Community Blood Center sent a thank you letter for the Library sponsoring the blood drive on Thursday, November 1st.

E. Committee Reports:

1) Building

The Building Committee met prior to the Board meeting. Arnold Franke reported that they have requested that information be gathered pertaining to the housekeeping, maintenance schedules, suppliers, and contract work, etc. for the building. This information will be used to maintain guidelines for the preservation and integrity of the building.

Bids for the painting and carpeting projects are due Friday, November 30th at 2:00 p.m. Deanne will call or email the bids results to the Board members.

Edwardsville Plumbing repaired the staff restroom toilet seal. They work with the local company “The Remodelers,” who are repairing the water damaged plaster board wall.

2) *Personnel*

Deanne reported that the Library has ordered a portable automated external defibrillator. Edwardsville Fire Department Firefighter Derek will give a demo on its use at the Friday, December 14th staff meeting at the Library.

Staff member Marcia Gregor’s mother passed away Wednesday, November 28th.

The staff is having a holiday bowling party at SIUE bowling lanes on Friday, December 7th with s’mores at Deanne’s house afterward.

Deanne has been asked to serve on the TIF Committee for the North Main Redevelopment Area.

3) *Elf Liaison*

Sharon Whittaker reported that the Elfs paid \$1655.00 in quarterly sales tax and have a balance of \$6000.00. They recently paid for 24 poinsettia plants to be used as holiday decorations in the Library. Upcoming events include Bernece Johnson speaking about travel in January, a talk by Bill Nunes in February, The Mystery Mavens in April, and Pat Hughes giving a presentation on creating crafts with recycled objects in April.

The next newsletter will be published after the Wednesday, January 16th meeting.

4) *Ad Hoc Committee*

a. *Long Range Planning*

Motion by Emily Gates, seconded by Kim Harrison to hire Frederick A. Schlipf to serve as agent to develop a design and program plan for the Library’s future growth and service needs.

Roll call:

Denué - yes

Franke - yes

Gates - yes

Harrison -yes

McDade -yes

Nabe - yes

Whittaker -yes

Zupanci - yes

LaRose - yes

Motion carried.

Deanne will complete the memorandum of understanding to be signed by the Board and Fred Schlipf. It will indicate that the fee is not expected to exceed \$7500.00 and that work will begin in January as weather permits.

F. Lewis & Clark Report:

JoAnn Nabe reported she attended the Tuesday, November 20th Board meeting at LCLS. It was announced that after January, Sunday deliveries will be added to the courier routes for those libraries that are open. Also discussed was how LCLS, as a private not for profit corporation, was covered under the Open Meetings Act. It was also noted that LCLS is the third lowest funded system by square mile and population in the state. A discussion took place concerning the action of the Illinois State Board of Education passing a resolution that labels libraries a “luxury.”

G. Librarian-Director Report:

On Monday, November 26th there was a router failure that caused a building wide Internet connection failure until about 3:00 p.m.

Deanne reported that a second T1 line has been installed in the building to increase our bandwidth.

The Goshen Strings will perform holiday music in the meeting room on Saturday, December 15th at 2:00 p.m.

H. Finance Committee:

Motion by Kim Harrison, seconded by Gloria Zupanci to resubmit the tax levy request for FY 2008-2009 in the amount of \$1,085,000.00.

Roll call:

Denué - yes

Franke - yes

Gates - yes

Harrison -yes

McDade -yes

Nabe - yes

Whittaker -yes

Zupanci - yes

LaRose - yes

Motion carried.

Motion by Gary Denué, seconded by JoAnn Nabe to approve the bills prepaid by the City Clerk in the amount of \$ 71,654.55 .

Roll call:

Denué - yes

Franke - yes

Gates - yes

Harrison -yes

McDade -yes

Nabe - yes

Whittaker -yes

Zupanci - yes

LaRose - yes

Motion carried.

Motion Gary Denué, seconded by Tonya McDade to approve the bills to the City Clerk in the amount of \$27,529.27. .

Roll call:

Denué - yes

Franke - yes

Gates - yes

Harrison -yes

McDade -yes

Nabe - yes

Whittaker -yes

Zupanci - yes

LaRose - yes

Motion carried.

A final report on Date with Dewey showed a total net of \$5,550.00, expenses of \$3,920.00, and a profit of \$2,463.00.

I. Unfinished Business:

The Board reviewed the proposal from Falk Harrison to develop a project plan for the Library website update and design and to refine the logo.

The Board asked Deanne to contact Steve Hartmann to give a presentation at the Wednesday, January 30th Board meeting to explain his concepts on branding the Library's webpage and newsletter.

J. New Business:

Motion by Emily Gates, seconded by Tonya McDade to cancel the Wednesday, December 26th Board meeting and schedule the next meeting for Wednesday, January 30th.

Roll call:

Denué - yes

Franke - yes

Gates - yes

Harrison -yes

McDade -yes

Nabe - yes

Whittaker -yes

Zupanci - yes

LaRose - yes

Motion carried.

K. Adjournment:

The meeting was adjourned by President LaRose at 8:55 p.m.