

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

Date: February 25, 2009  
Time: 7:10 p.m.  
Place: Meeting Room

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

President LaRose called the meeting to order at 7:10 p.m.

Members present:

Gary Denué  
Pete Fornof  
Kim Harrison  
Robert LaRose  
Tonya McDade  
Sharon Whittaker

Absent:

Emily Gates  
JoAnn Nabe  
Gloria Zupanci

**B. Introduction of guests:**

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

**C. Disposition of regular minutes:**

**Motion** by Gary Denué, seconded by Pete Fornof to approve minutes of the Wednesday, January 28<sup>th</sup> Board meeting.

**Motion carried.**

**D. Communications:**

Deanne received thank you notes from Carnegie volunteers Dorothy Dodson and Pat Probst thanking the Library for the “Thank You” lunch on Saturday, February 14<sup>th</sup>.

Humes Law Office sent the Library a copy of the letter to Circuit Court Clerk Matt Melucci noting a tax objection complaint with the governmental entity ECUSD No. 7 as the defendant.

Deanne received a copy of the letter notifying the Clerk City of Edwardsville that the General Obligation Library Bond dated June 1, 1998 was paid in full on December 1, 2008.

The Edwardsville Glen Carbon Chamber of Commerce sent a letter thanking the Library for the gift basket donation to the silent auction held at the 2009 annual meeting and dinner.

**E. Committee Reports:**

*1) Building*

SpecPro Inc inspected the skylight panels over the reading room and will send an evaluation report and recommendation for maintenance requirements or replacement in about 4 weeks.

Kane Mechanical has been replacing filters in the ceiling while performing maintenance checks. They have reported a number of blowers need replacing. A full count will be provided when the inspection is complete.

The Library is due for an elevator inspection this April.

Deanne received an email from City Attorney Jeff Berkbigler with his comments on the contract proposed by EngbergAnderson.

*2) Personnel*

Cary Harvengt has been hired as a part-time Reference Librarian.

Small groups of staff will each choose a team project for staff development day this year, and will meet separately during open library hours. The entire staff will later meet on a Friday evening afterhours for a meeting and dinner to report back on their projects and conclusions.

The Board discussed the City's Post Employment Health Plan program.

**Motion** by Kim Harrison, seconded by Sharon Whittaker to form a joint Finance and Personnel Committee to review the Library's sick and vacation time policies regarding separation of employment to be adopted and completed before January of 2010.

*3) Elf Liaison*

Sharon Whittaker reported that the Elf "Thanks You" luncheon was attended by 37 Carnegie volunteers. A talk by Grady Ambuehl and Bill Walker about the history of the Bank of Edwardsville and its current Lincoln exhibit was enjoyed by all.

An event with Alton author John Dunphy is being planned for April, where he will present his book "It Happened at Riverbend."

- 4) *Ad Hoc Committee*
  - a. *Long Range Planning*  
None.

**F. Lewis & Clark Report:**

None.

**G. Librarian-Director Report:**

Deanne reported that she and Susan attended the Edwardsville Glen Carbon Chamber of Commerce 2009 annual meeting and dinner.

Deanne reported that she and Susan went to Urbana/Champaign to select books using the Illinois Literacy Foundation 2008 Holiday Literacy Donation Program funds. The Library was awarded about \$1,500.00 to purchase reading materials at the Urbana/Champaign Borders store. They also met with Fred Schlipf and toured the Urbana Free and Champaign Public Libraries.

**H. Finance Committee:**

**Motion** by Gary Denué, seconded by Tonya McDade to approve the bills prepaid by the City Clerk in the amount of \$51,633.70.

**Roll call:**

- Denué - yes
- Fornof - yes
- Harrison - yes
- McDade - yes
- Whittaker - yes
- LaRose - yes

**Motion carried.**

**Motion** Gary Denué, seconded by Kim Harrison to approve the bills to the City Clerk in the amount of \$40,923.91.

**Roll call:**

- Denué - yes
- Fornof - yes
- Harrison - yes
- McDade - yes
- Whittaker - yes
- LaRose - yes

**Motion carried.**

**Motion** by Kim Harrison, seconded by Sharon Whittaker that the Library pay the administrative fee for all full time employees up to \$100.00 per year for a Post Employment Health Plan.

**Roll call:**

Denué - yes

Fornof - yes

Harrison - yes

McDade - yes

Whittaker - yes

LaRose - yes

**Motion carried.**

Deanne reported that the Department of Human Resources sent the 2008 OSHA Form 300A report for the Library, showing a perfect score of zero work related deaths, injuries and illnesses.

**I. Unfinished Business:**

None.

**J. New Business:**

None.

**K. Adjournment:**

The meeting was adjourned by President LaRose at 8:30 p.m.