

MINUTES
Board of Trustees
Edwardsville Public Library

Date: May 25, 2011
Time: 7:20 p.m.
Place: Meeting Room

Call to order and roll call of members:

President LaRose called the meeting to order at 7:20 p.m.

Members present:

Kim Harrison
Robert LaRose
JoAnn Nabe
Francie Powell
Gloria Zupanci

Absent:

Gary Denué
Pete Fornof
Emily Gates
Sharon Whittaker

A. Introduction of guests:

Librarian-Director, Deanne W. Holshouser, Assistant-Director Susan Carr, Youth Services Librarian Anne Wolfe.

Anne Wolfe gave a presentation about the summer reading program prior to the Board meeting. The program will run from Monday, June 6th to Friday, July 29th. The themes for the reading program are “One World” for young readers and “You Are Here” for teen readers. New this year is the “Little Explorers Baby Reading Club” for ages 0-2. Anne highlighted the reading groups and their activities that will explore locations across the world through stories, music, dance, crafts, events, and prizes.

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Gloria Zupanci to approve the minutes of the Wednesday, April 27th 2011 Board meeting.

Motion carried.

C. Communications:

The Library received a thank you note from Theresa Sweezey for the flowers she received for Executive Assistant’s Day.

Deanne sent a letter to Tom Butts, City Council member, about the cost of libraries in response to a conversation she had with him.

D. Committee Reports:

1) Personnel

Deanne received a letter of resignation from Courtney Schaefer. Jessica Westerhold has been hired as a page in adult services. Several high school and college students will be leaving at the end of summer.

Abigail Veitch, library page in the Youth Services department, received two scholarships. One was from the Edwardsville Glen/Ed Chamber of Commerce and the other from the GCS Credit Union.

A staff meeting was held Friday, May 20th. We discussed ways to require patrons to show a library card or ID at the time of check out and the ability of patrons to pick up items for family members.

2) Building

The Library received Henneman's Infrastructure Assessment report from Engberg Anderson detailing our electrical, HVAC, plumbing and fire protection systems. It suggests that aging equipment replacements could cost between \$138,500 and \$186,500 in the next five to seven years.

Kane Mechanical cleaned the air returns and replaced the filters in the upstairs and downstairs ceilings that were not serviced during the renovation.

Deanne is researching prices for new sinks for the public restrooms and will contact Edwardsville Plumbing for cost estimates.

There is a small leak in the ceiling by the arch near the circulation desk. Kehrer Brothers Roofing has been contacted for repair.

E. Elf Report:

The Elfs are contributing to funding the Youth Department summer reading program prizes and performers. They are also purchasing two benches for the rotunda that should arrive in about six weeks.

F. Ad Hoc Committees

1) *Long Range Planning*

Deanne spoke with Tim Harr at Public Works about the City parking lot. He stated that the design work had been put in the City's general budget. His goal is to work on the design this summer and include the Library in the design phase. Renovation may take place in the fall depending on funding.

G. Finance

Deanne reported that the reserve fund totaled \$250,798.00 at the end of FY 2010-2011. At the beginning of FY 2010-2011 the fund totaled \$517,209.00. The Library used \$266,482.04 of reserve funds for the recent renovation. The total renovation cost was \$268,127.00 and \$82,500.00 was contributed to the purchase of land for the parking lot addition.

Dennis McCracken is checking on the status of \$7670 left in Library bonds. He will report on how the funds will be transferred to the general Library fund.

Motion by Gloria Zupanci, seconded by Kim Harrison to approve the end of FY 2010- 2011 prepaid bills in the amount of \$1,107.59.

Roll call:

Harrison – yes
Nabe – yes
Powell – yes
Zupanci – yes
LaRose – yes

Motion carried.

Motion by Gloria Zupanci, seconded by Kim Harrison to approve the prepaid bills in the amount of \$59,365.03.

Roll call:

Harrison – yes
Nabe – yes
Powell – yes
Zupanci – yes
LaRose – yes

Motion carried.

Motion by Gloria Zupanci, seconded by Kim Harrison to approve the bills to the City Clerk in the amount of \$45,342.94.

Roll call:

Harrison – yes

Nabe – yes

Powell – yes

Zupanci – yes

LaRose – yes

Motion carried.

H. Lewis & Clark Report:

JoAnn reported that the results of the election for Board members for the Illinois Heartland Library System are in and will be effective Friday, July 1st. The job for a new Director for the System has been posted, to be responded to by Tuesday, July 5th. JoAnn is on the application review committee. She reports that the location for the new System has not yet been decided.

LCLS is still negotiating the sale of its property behind the building.

There will be an Open House on Tuesday, June 21st, the day of the last annual LCLS Board meeting from 3:00 to 5:30 p.m. The theme will be “Looking Backward, Moving Forward.”

I. Librarian-Director’s Report:

Deanne reviewed the 2010-2011 Illinois Public Library Annual Report with the Board.

Motion by JoAnn Nabe, seconded by Gloria Zupanci to accept the 2010-2011 Illinois Public Library Annual Report as presented.

Motion carried.

Deanne discussed options with the Board members for receiving pre-Board reports and meeting materials. By consensus the Board agreed to receive these materials by email. It was also agreed that payroll and preliminary bills reports could be eliminated from the pre-Board meeting packets. The Board expressed a positive response to a narrative style of department head monthly reports.

Deanne spoke with the Edwardsville Intelligencer editor Carl Green about changing microfilm service companies for better service. He was very supportive and will check for copyright issues with the publisher. Judy Thompson has sent newspapers to Northern Micrographics for a sample roll.

Deanne reported that she has cost estimates from three companies for a new telephone system for the Library. The lowest bid is approximately \$5000.00. She plans to address the issue later in the fiscal year.

J. Unfinished Business:

Deanne gave Board members commemorative books marks that showed the number of years of service they have served on the Library Board. Cupcakes were served as a refreshment.

K. New Business:

President LaRose appointed a 2011 Nominating Committee. Members are Gary Denué, Pete Fornof, and Sharon Whittaker.

L. Adjournment:

The meeting was adjourned by President LaRose at 8:20 p.m.