

MINUTES
Board of Trustees
Edwardsville Public Library

Date: November 30, 2011
Time: 7:00 p.m.
Place: Meeting Room

Call to order and roll call of members:

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

Members present:

Gary Denué
Pete Fornof
Emily Gates
Robert LaRose
JoAnn Nabe
Francie Powell
Gloria Zupanci
Sharon Whittaker

Members absent:

Kim Harrison

A. Introduction of guests:

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

B. Disposition of regular minutes:

Motion by JoAnn Nabe, seconded by Gloria Zupanci to approve the minutes of the Wednesday, October 26th, 2011 Board meeting.

Motion carried.

C. Communications:

Deanne received a thank you note from Denise Owens. Denise completed her practicum hours from the College of DuPage Library Tech program.

Edwardsville Library Friend Pat Probst wrote a letter of thanks for the Christmas card program the Library held on Saturday, November 19th.

Deanne shared a wedding photo of Annie Hill, a past employee of the Library.

D. Committee Reports:

1) Personnel

Deanne reported the staff will have a Christmas party Friday, December 9th. It will be pot luck with a white elephant gift exchange and have prizes for the ugliest holiday sweater.

2) *Building*

Charter Communications brought cable lines into the building for a business upgrade the Library has purchased. The project is expected to be complete in early January.

There has been work done in the Park and across Kansas Street. Ameren has been working behind the former Kriege building and the City has extended a water line.

Library parking access in the City parking lot was discussed.

E. Finance:

Motion by Emily Gates, seconded by JoAnn Nabe to approve the prepaid bills in the amount of \$61,723.27.

Roll call:

Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Gary Denué to approve the bills to the City Clerk in the amount of \$31,317.40.

Roll call:

Denué – yes
Fornof – yes
Gates – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes

Motion carried.

Deanne noted that the Personnel and Finance committees will be scheduled to meet before the Board meeting on Wednesday, January 25th, 2012.

The City reported that their health insurance plan will remain with GHP, and that the premiums will be slightly reduced in the upcoming year.

F. Elf Report:

Sharon Whittaker reported that the Elfs will hold gift wrapping sessions at the Library on Saturday, December 17th, from 12:00 to 3:00 pm and Tuesday, December 20th, from 4:00 to 8:00 pm. A donation will be accepted for the service.

The Elfs will purchase poinsettias from a youth group at St. Mary's Church to decorate the Library.

The Elf membership renewal notices will begin after Christmas.

Pat Probst took donations of books to nursing homes and rehab facilities in Alhambra, Meridian, Rosewood, Esic, Eden, University Manor, Liberty, and the Main Street Community Center.

In December the Elfs will be taking donations at Carnegie's for the Metro East Humane Society.

Sharon also reported that the Escript program at Schnucks is being investigated as a possible Elf project.

G. IHLS:

Deanne reported that software demonstration meetings were held in Effingham to display the two automation products Sirsi-Dynex and Polaris. Members will evaluate the products and vote on them. There will also be a LLSAP Governing Board meeting in December where the issues will be discussed.

H. Librarian-Director's Report:

Deanne reported that the Teen Hitchcock Movie Fest held on Friday, October 21st started on time. The outer doors to the Library were manned open for fifteen minutes after the movie started.

The microwave for Carnegie's was purchased by the Elfs with their funds.

Wilson sanded the graffiti on the women's restroom stall doors.

The box in Carnegie's for donations for the Glen Ed pantry and the Metro East Humane Society was made by Cary Harvengt's husband.

The Parks Department was consulted about publishing the names of movies they show in the Park. They have the same sort of contract the Library has, but they leave it up to the newspaper as to whether to publish the name of the movie or not. The Library has decided not to publish the names of upcoming movies.

The Library's server needs to be replaced, and other aging computers will also need replacing in the near future. The Board discussed the equipment budget.

The City's Beautification Committee planted bulbs around the building. Deanne reported that she will write a thank you letter to Mayor Niebur.

Deanne noted that the legs on the benches in the rotunda are showing some black spots. It may be coming from the cleaning solution made for the tile floor. She sent photos to the manufacturing representative and discussed the issue with the owner of the cleaning company. A solution is being investigated.

Deanne contacted the police department about having walk-throughs but has not received a reply. In the mean time, the atmosphere at the Library has not been disruptive lately.

The Library has received funding from the United Way to have a tax assistance site in partnership with the Gateway EITC Community coalition. Volunteer tax preparers are being sought.

I. Unfinished Business:

None.

J. New Business:

Deanne confirmed that the December bills will be sent out via email for approval, and Emily Gates will visit the Library to sign them.

It was discussed that the Illinois Open Meetings Act online training course for current Board members is to be completed by January 2013.

K. Adjournment:

The meeting was adjourned by President LaRose at 7:55 p.m.