

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, Sept. 28, 2011
Time: 7:00 p.m.
Place: Meeting Room

Call to order and roll call of members:

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

Members present:

Pete Fornof
Emily Gates
Kim Harrison
Robert LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Absent:

Gary Denué
Gloria Zupanci

A. Introduction of guests:

Librarian-Director Deanne Holshouser, Reference Librarian Judy Thompson

B. Disposition of regular minutes:

Motion by Francie Powell, seconded by Pete Fornof to approve the minutes of the Wednesday, August 31, 2011 Board meeting.

Motion carried.

C. Communications:

None

D. Committee Reports:

1) Personnel

Deanne reported that a youth services' staff member was dismissed due to inaccurate reporting of hours worked and an inability to work regularly scheduled hours. Deanne recommended adjusting the Library's Personnel Policy to explicitly state that falsification of any records is grounds for dismissal.

Motion by Francie Powell, seconded by Kim Harrison to add the following to the Library's Personnel Policy: *A record of hours worked shall be maintained for each employee. Falsification of any record, including a time card, shall be cause for discipline, including dismissal.*

Motion carried.

Deanne and Anne Wolfe reviewed the youth staff schedule and decided to reduce the hours of the position discussed above from 30 hours per week to 20 hours per week. Mason Schaefer, who previously worked at the Library, has been re-hired to fill this position.

The staff will meet the evening of Friday, November 11th for staff development activities.

Anne Wolfe has arranged for two America Reads federal work study program students to be at the Library to provide free homework help. Anne is working with the students to establish a schedule and get more information on what age groups they will help and in what subjects they are qualified to help.

2) *Building*

There was a small leak in the skylight which was repaired by tightening some screws.

Edwardsville Plumbing and Heating replaced batteries in the flush valve of the men's urinal. They are also investigating prices for new sinks in the restrooms. Deanne recommended postponing that purchase until next spring.

E. Finance:

Motion by Emily Gates, seconded by Kim Harrison to approve the prepaid bills in the amount of \$58,572.38.

Roll call:

Fornof – yes
Gates – yes
Harrison - yes
Nabe – yes
Powell – yes
Whittaker – yes
LaRose – yes

Motion carried.

Motion by Emily Gates, seconded by Kim Harrison to approve the bills to the City Clerk in the amount of \$26,299.56.

Roll call:

Fornof – yes
Gates – yes
Harrison - yes
Nabe – yes
Powell – yes
Whittaker -- yes
LaRose – yes

Motion carried.

Deanne shared an e-mail from City Treasurer Rich Hampton outlining the City's financial situation. The Board discussed what amount to set as the Library's tax levy request, considering other income, projected increases in expenditures, and the status of the reserve fund to serve as working cash.

Motion by Pete Fornof, seconded by Francie Powell to set the tax levy request for FY 2012-2013 at \$1,171,000.00.

Roll call:

Fornof – yes

Gates – yes

Harrison - yes

Nabe – yes

Powell – yes

Whittaker – yes

LaRose – yes

Motion carried.

The Board reviewed the Library's expenditures, and Deanne reported we are on target for this year's budget. The Board suggested we could go out for bid again for our newsletter to see if we can save some money.

F. Elf Report:

Sharon reported that the ELF's met, and Joni Peters is their new Secretary. The ELF's are providing the money for this year's Photo Contest prizes. The Library is hosting a Carnegie volunteer thank you lunch on October 15th.

G. Illinois Heartland Report:

Leslie Bednar was appointed as the new Director of the Illinois Heartland Library System. Her former position as GateNet manager has been advertised and representatives from GateNet will be interviewing candidates soon.

JoAnn reported no location for the new system headquarters has been selected. There is no money available currently for a new facility so Leslie has been traveling between the various buildings.

There is interest in the property for sale adjacent to the Lewis & Clark building contingent on availability of access roads to the property.

H. Librarian-Director's Report:

Deanne reviewed the FY 2012 Per Capita Grant application. Board members previously confirmed they have reviewed the chapter on "Governance and Administration."

Motion by Pete Fornof, seconded by Emily Gates to accept the FY 2012 Illinois Public Library Per Capita and Equalization Aid Grant application as presented by Deanne.

Motion carried.

Deanne was notified that a young girl was coerced into sexual activity in the downstairs women's restroom. The girl's mother informed us and the Edwardsville Police Department. The police are conducting an ongoing investigation of the boy identified as the perpetrator. The police will serve him with papers banning him from City Park and the library building.

The Board discussed various strategies to make the downstairs restrooms more secure since they are out of sight. The Board recommended keeping those restrooms locked unless there is a program going on in the meeting room. Deanne said we plan to install a battery operated alarm on the push bar door in the children's room.

Deanne has received three bids for a new phone system, but we will wait until later in the fiscal year to make a decision about purchasing a system.

Since the November Board meeting occurs after Thanksgiving this year, the Board will meet on their regularly schedule date of November 30th.

The Chamber of Commerce is sponsoring a Board development workshop.

I. Unfinished Business:

None.

J. New Business:

None.

K. Adjournment:

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