

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

Date: Wednesday, March 28<sup>th</sup>, 2018  
Time: 6:20 pm  
Place: Meeting Room

**Executive Session:**

President LaRose called an executive session to order at 6:20 pm.

Members Present:

Kim Harrison  
Chris Lafikes  
Bob LaRose (*left after executive session concluded*)  
JoAnn Nabe  
Francie Powell  
Sharon Whittaker

Absent:

Gary Denué  
Pete Fornof  
Gloria Zupanci

Executive session to discuss Library Director candidates was adjourned at 7:14 pm.

**A. Call to Order and Roll Call of Members:**

Francie Powell called the regular board meeting to order at 7:16 pm.

**B. Introduction of guests:**

Assistant Director Cary Harvengt; Research and Adult Services Librarian Devin Gordon; SIUE Graduate Student Alexia Lewis

We welcomed SIUE student Alexia Lewis. She asked to observe a library board meeting for a class assignment.

**C. Public Comment:**

**D. Disposition of Minutes:**

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the board meeting minutes for February 28, 2018.

**Motion carried.**

**E. Communications:**

None.

**F. Committee Reports:**

1) *Building*

The heat exchanger has been replaced by Kane. The heat is now working again throughout the building.

Tim Harr asked for a \$25,000 yearly commitment from the Library to begin searching for a shared IT worker. The board agreed that this was a reasonable amount, and to move forward with this decision.

**Motion** by Francie Powell, seconded by Kim Harrison, to approve a shared IT worker with the City of Edwardsville for up to \$25,000 a calendar year beginning in 2018 once an employee is hired.

**Roll call:**

Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Sharon Whittaker – yes  
Francie Powell – yes

**Motion carried.**

The Library discussed purchasing a new server through Devin Gray at the City of Edwardsville with configuration and installation to be completed by Royal Solutions. Preferred date of installation would be before April 30<sup>th</sup>. Chris Lafikes asked the Library to look into what will happen to the old server.

**Motion** by Kim Harrison, seconded by Francie Powell, to proceed with the purchase of a new server immediately with a cost of up to \$9,000 through the City of Edwardsville.

**Roll call:**

Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Sharon Whittaker – yes  
Francie Powell – yes

**Motion carried.**

Cary reported that the expenses for repairs to the exterior window sealant is quite expensive and the tile roof may become more of an issue. New leaks have appeared in the upper level ceiling tile. Randy Leitner checked the roof and says there are loose pieces of tile. Randolph is calling Renaissance Roofing in St. Louis to have them inspect the tiles. JoAnn Nabe advised that the Library hold off on the exterior window repair decision until the tile roof was looked at more closely. Kim Harrison requested that we update the board as soon as possible if action needs to be taken before the next board meeting.

2) *Personnel*

None.

3) *ELFs*

Sharon reported:

- The ELFs have their board meeting next week.

- A reminder for VIP ELF members to obtain their yearly gift.

4) *Finance*

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$60,661.53.

**Roll call:**

Kim Harrison – yes  
 Chris Lafikes – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Francie Powell – yes

**Motion carried.**

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$20,744.60.

**Roll call:**

Kim Harrison – yes  
 Chris Lafikes – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Francie Powell – yes

**Motion carried.**

**G. Ad Hoc Committee – Strategic Planning:**

None.

**H. Illinois Heartland Library System:**

None.

**I. Library Director’s Report:**

- The Board discussed the newspaper article Jill wrote on National Library Week. The board suggested one sentence change and the article will hopefully be published April 6<sup>th</sup> or 9<sup>th</sup> on the front page of the Intelligencer.
- Cary discussed a new Social Media Policy and Library Code of Conduct. Kim Harrison suggested adding that the Library is not selling or sharing patron information outside of the Library on the social media policy. Harrison also suggested running these new Policies by the city attorney before adoption. Several board members recommended updating signage on the door once the new Library Code of Conduct is adopted.

**Motion** by Francie Powell, seconded by Chris Lafikes, to approve the Social Media Policy and Library Code of Conduct pending approval from the city attorney.

**Roll call:**

Kim Harrison – yes  
 Chris Lafikes – yes  
 JoAnn Nabe – yes  
 Sharon Whittaker – yes  
 Francie Powell – yes

**Motion carried.**

- Cary showed the Board the flyer Kelcey made for the new “Edwardsville Grows” seed library program. Kim Harrison suggested the Library talk with Six Mile Library about a gardening program they sponsored.
- Cary asked the Board to approve a survey created by an SIUE Graduate Student for the Library. He has asked for approval to hand the flyers out at the Library and on the SIUE campus. Kim Harrison discussed the possibility of the Library having a day out at SIUE to encourage SIUE students to obtain an Edwardsville Library card.

**Motion** by Francie Powell, seconded by Kim Harrison, to approve the survey created by an SIUE graduate student for distribution at a table at the Edwardsville Library and on the SIUE campus.

**Roll call:**

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Sharon Whittaker – yes

Francie Powell – yes

**Motion carried.**

**J. Unfinished Business**

None.

**K. New Business**

None.

**L. Presentation to Board**

None.

**M. Adjournment**

Motion to adjourn by Kim Harrison, seconded by Sharon Whittaker. The meeting was adjourned by Francie Powell at 8:01 pm.