

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, April 25th, 2018
Time: 7:00 pm
Place: Meeting Room

A. Call to Order and Roll Call of Members:

President Bob LaRose called the regular board meeting to order at 6:57 pm.

Members Present:

Gary Denué
Kim Harrison
Chris Lafikes
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Pete Fornof

B. Introduction of guests:

Interim-Director Jill Schardt; Assistant Director Cary Harvengt; Head of Technical Services
Gwen Bumpers

Jill re-introduced Gwen to the board. Gwen attended to observe, and to show staff support for Jill.

C. Public Comment:

None.

D. Disposition of Minutes:

Motion by Gary Denué, seconded by Francie Powell, to approve the board meeting minutes for March 28th, 2018.

Motion carried.

E. Communications:

Jill received the letter awarding us \$33,288.75 for our 2018 per capita grant. The letter stated that these funds may be significantly delayed due to continued payment backlog. This award is greater than our \$20,700 FY 18/19 budget estimate. The 2017 per capita grant check arrived in April in the amount of \$20,677.37.

Jill received confirmation that she was chosen to participate in ILA’s week-long “Directors’ University” in June in Springfield. Jill will be able to network with new library directors from across the state, with many opportunities to attend valuable workshops and training sessions.

F. Committee Reports:

1) *Building*

Jill reported:

- A wet ceiling tile in the lower level women’s room was due to a hole in a stone mortar joint which has been repaired.
- We are waiting for the final reports from roofers. Jill will keep a close eye on the interior ceiling tiles when it rains.
- The continuing water leakage on the lower level interior east-facing walls may be due to a problem with a sump-pump buried on the north side of the library near the HVAC unit. Jill will have the sump-pump inspected and report back.
- Kane adjusted the new belt on the blower beneath the cataloging room to decrease the vibration and reported that the newly replaced chiller seems to be working well.
- All outstanding tasks on the 2017 Fire Marshal list have been completed and Cary participated in the final walk-through with Captain Morgan.

2) *Personnel*

Jill reported:

- Two circulation clerk positions are being posted to replace Megan Jackson and Gerry Butler. Both have recent degrees and are pursuing degree-specific jobs.
- One summer page position will be posted to temporarily replace Elizabeth Rund while she goes home for the summer.
- Jill asked permission to work with Amanda Tucker to post the new part-time Accounting Clerk position. After a brief discussion about the job specifics, the Board gave Jill the approval to post the job.

Francie Powell, Chair of the Personnel Committee, announced the promotion of Jill Schardt to Library Director.

Motion by Francie Powell, seconded by Chris Lafikes, to promote Jill Schardt to the position of Library Director effective April 22, 2018.

Roll call:

- Gary Denué – yes
- Kim Harrison – yes
- Chris Lafikes – yes
- JoAnn Nabe – yes
- Francie Powell – yes
- Sharon Whittaker – yes
- Gloria Zupanci – yes
- Bob LaRose – yes

Motion carried.

3) *ELFs*

Sharon reported:

- The ELFs have a surplus in their budget and will purchase summer reading t-shirts for library staff.
- Megan requested and will receive \$5,280 for youth summer reading prizes and programs.
- Jacob requested and will receive \$688 for adult summer reading prizes.
- The annual ELF volunteer thank-you lunch presented by the library will be held in May.
- As of April 4th, there are 75 ELF members who have paid: 47 VIP / 10 Family / 18 Individual.
- ELF volunteers will continue to schedule “cleaning sessions” to get children’s books ready to sell during the youth summer reading sign-up week.

4) *Finance*

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$63,568.96.

Roll call:

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$2,184.41.

Roll call:

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Jill summarized year-end revenue/expenditures and explained her projection of a \$60k excess. Jill explained that this projection is still subject to uncontrollable variables.

G. Ad Hoc Committee – Strategic Planning:

Gary reported that the mailed survey results are in: 117 returned by cardholders, and 46 returned by non-cardholders. We hope to provide the survey on Facebook and our website in early May as an opportunity to reach a younger age group. Gary will send the board a summary of survey results once completed. The mission statement, vision statement, and value statements will all be presented to the full board at the May board meeting for approval.

H. Illinois Heartland Library System:

None.

I. Library Director’s Report:

Jill reported:

- Robbie has informed us that Nick is no longer employed by Royal Solutions. Robbie will be servicing the library during the interim period.
- Jill will meet with Devin Gray, Jacob and Amanda to discuss Office 365 and other technology issues with Devin’s consultant.
- National Library week was a success! Staff and patrons had fun with in-house games and prizes. City officials also held one of their meetings at the library during the week and Jill introduced library department heads. Jill and Jacob stayed for the meeting.
- The Social Media Policy has had a second revision with input from Jeff Berkbigler to include a means by which we can restrict patrons who violate the policy multiple times, and specific guidelines by which patrons can appeal any restrictions.

Motion by Francie Powell, seconded by Kim Harrison, to approve the revised Social Media Policy.

Roll call:

- Gary Denué – yes
- Kim Harrison – yes
- Chris Lafikes – yes
- JoAnn Nabe – yes
- Francie Powell – yes
- Sharon Whittaker – yes
- Gloria Zupanci – yes
- Bob LaRose – yes

Motion carried.

- Jill presented Megan’s revisions to three job descriptions, including Head of Youth Services, Youth Services Librarian, and Youth Services Assistant. This will allow for consistency in departmental titles and staffing over the Youth and Adult areas.

Motion by Francie Powell, seconded by Kim Harrison, to approve the three revised Youth Services job descriptions, subject to clarification of consistent job titles.

Roll call:

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

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

- Jill discussed proposed changes to the library print newsletter:
 - The summer newsletter will be re-formatted and printed on thinner white paper with more color images. Mail recipients will be changed to include library taxpayers and non-resident cardholders only, rather than all 62025 zip code. This will result in a savings of \$2.5k for this mailing.
 - We may want to try separate Adult programming post cards that are issued more often for months not associated with summer reading.
 - The Board agreed to a trial of proposed formatting changes to be re-visited for analysis at a later date.
- Jill passed out a summary graphic of our Hoopla stats. She noted that 78% of items borrowed were book formats (over movies, TV, and music). 4,110 unique titles were circulated in the last 12 months, and 3,068 of those titles were borrowed only one time, indicating a wide range of interest.

J. Unfinished Business

None.

K. New Business

None.

L. Presentation to Board

None.

M. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gary Denué. The meeting was adjourned by President LaRose at 8:21 pm.