

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

Date: Wednesday, May 30<sup>th</sup>, 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 7:00 pm.

Members Present:

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

Absent:

Gary Denué  
Pete Fornof

**B. Introduction of guests:**

Library Director Jill Schardt; Collection Development Coordinator Cary Harvengt; and Head Librarian of Youth Services Megan Prueter.

Megan presented an overview of Youth summer reading programs and the very successful kick-off party that took place today. New this year, “community neighbors” who partnered with us by leading activities at the kick-off: YMCA, Watershed, Children’s Museum, Benjamin Stephenson House, and We Rock the Spectrum. We also received prize donations from local donors which were much appreciated. Megan estimates that we had approximately 1,500 people in the park for our kick-off party.

**C. Public Comment:**

None.

**D. Disposition of Minutes:**

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the board meeting minutes for April 25<sup>th</sup>, 2018.

**Motion carried.**

**E. Communications:**

Jill received a letter from the Watershed Nature Center, thanking library staff (Megan and Kristen) for “incredible support from our local library ... everything you do from volunteer outreach to puppet shows and everything in between.”

The library received an online memorial donation in memory of LaVerne Pence from Wendy & Mark Campana.

Gerry Butler, one of our Youth circulation staff, has graduated from college and is moving to California. A three-year-old patron (with her grandmother's help) made Gerry a thank-you card. He will be greatly missed.

## **F. Committee Reports:**

### *1) Building*

Jill reported:

- The large photo collage of Andrew Carnegie has been moved from Carnegie's Café to above the fireplace mantle across from Adult Circulation to make room for much needed book shelves.
- The sump pumps have been tested and are working. The source of water damage on the west side of the building is still in question, and Jill is still waiting for more reports.
- Ongoing roof issues: Renaissance Roofing made a second visit when another roofing company showed pictures of degraded clay tile joints that might be causing continued roof leakage. We are not completely confident of Renaissance Roofing's viewpoint. Jill and Randolph will continue to gather information before making recommendations to the board.
- Jill and Megan are working on a detailed plan to present to the board for a Teen Room update in late summer. The ELF's may be willing to help with costs.
- Jill recommended that the existing interior Meyer Center book drop be removed because of continued trash problems and staining of library materials. The YMCA has offered the library two exterior locations to put a new weatherproof book drop. The board discussed various alternatives and it was decided to research if any existing book drops could be moved to that location, or if the IHLS location should be advertised more. Jill will follow-up – discussion tabled until June.

### *2) Personnel*

Jill reported:

- Three new circulation clerks (2 Youth dept/1 Adult dept) and one page have been hired and are being trained.
- The search for an Accounting Clerk continues. Jill has interviewed three candidates but has not made a final decision.
- Jill passed around photos of Lorraine's 80<sup>th</sup> birthday surprise party the staff held for her. Lorraine has worked at the library over twenty years and library staff were happy to celebrate with her. Some retired and previous staff joined us as well.

### *3) ELF's*

Sharon reported:

- The ELF's provided funds for much of the entertainment and activities for the annual summer reading kick-off party.
- The 2<sup>nd</sup> week in July has been scheduled for the ELF's' annual bake sale fundraiser at the Thursday night City Park band concert.

- The ELF volunteers enjoyed their annual Thank-You lunch provided by the library. Evelyn Shermer was given a gift thanking her for her years serving as ELF Board President. She has now retired from that post and Kitty Krueckeberg has taken her place. We also started a new tradition of presenting one ELF with a special recognition award. Marilyn Wolfe was the first recipient of this award.

4) *Finance*

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$164,485.83. This amount includes bills paid prior to fiscal year end.

**Roll call:**

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 \$25,560.78.

**Roll call:**

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 the year-end financial results.

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

Chris reported that Gary asked for Board approval for the final drafts of the Mission, Vision, and Value statements. After discussion, Chris recommended the approval of the Strategic Planning Committee’s final drafts.

**Motion** by Chris Lafikes, seconded by Kim Harrison, to approve the Mission, Vision, and Value statements drafted by the Strategic Planning Committee. Sharon abstained from voting because she had not received copies for review.

**Roll call:**

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

Gloria Zupanci – yes

Bob LaRose – yes

**Motion carried.**

#### **H. Illinois Heartland Library System:**

None.

#### **I. Library Director’s Report:**

Jill reported:

The State of Illinois requires the Board to pass an annual motion to confirm that the library participates in a non-resident program and to confirm the method used to determine fees.

**Motion** by Kim Harrison, seconded by Francie Powell, to confirm that the library does participate in the non-resident program, and that the library uses the tax bill method to determine fees.

**Motion carried.**

- Jill reported that the library is scheduled to have a table at the Goshen Market one Saturday per month. In May, Jill, Kelcey & Emily promoted the “Little Free Seed Library.” The seed library has been very popular, with 46 participants and 175 seed packets taken in the first month. The topics for the remainder of Market Saturdays are: June – summer reading / July – e-Resources / August – rock painting (a popular re-do) / September – banned books / October – TBD.
- Jill presented a “who to call” emergency color flowchart to post for staff so that everyone knows the order to call admin. contacts (after the police when necessary) if an emergency happens in the building. Kim expressed concerns that there should be an admin. team person in the building at all times, in charge. This was not the case when the Director and Assistant Director were off on evenings and weekends over the years, but Jill expressed her commitment to cover shift gaps whenever possible and to work toward full coverage by the admin. team within their total hour constraints.
- Jill re-visited the question of the reserve fund cap. After discussion of the existing library ordinance, the board asked Jill to confer with Jeff Berkgigler to obtain revised verbiage so that the reserve fund balance can fluctuate as needed, still complying with broader IL Statute law. Jill will present a new ordinance draft at June board meeting.
- Jill re-visited the question of the server replacement. The Board approved the purchase of the required software from Tech Soup. Jill will order software and confer with Robbie regarding the best installation date.
- Jill requested a laptop for her use so she can easily manage outreach programs and working remotely. The board approved the purchase of a laptop for Jill’s use as Library Director.

#### **J. Unfinished Business**

None.

#### **K. New Business**

None.

**L. Presentation to Board**

None.

**M. Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 9:11 pm.