

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Thursday, July 5, 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. This meeting was originally scheduled for June 27, 2018 but was reschedule to July 5, 2018.

Members Present:

Gary Denue
Kim Harrison
Chris Lafikes
Bob LaRose
JoAnn Nabe
Francie Powell
Gloria Zupanci

Absent:

Pete Fornof
Sharon Whittaker

B. Introduction of guests:

Library Director Jill Schardt; Collection Development Coordinator Cary Harvengt; and Accounting Clerk Dorothy Kossakowski.

Jill introduced Dorothy Kossakowski, the library's new Accounting Clerk.

C. Public Comment:

None.

D. Disposition of Minutes:

Motion by Gary Denue, seconded by Gloria Zupanci, to approve the board meeting minutes for May 30th, 2018.

Motion carried.

E. Communications:

The library received a new book donation from San Francisco resident Andreas Johns: *The Art of Emma Bormann*, about the life and travels of this Austrian artist.

Jill received a thank you letter from the American Red Cross, who collected 15 units of blood at their June 29th drive at the library.

Marilyn Wolfe, and member of the Edwardsville Library Friends, sent a thank you note for the “lovely volunteer luncheon,” and also to convey that she was honored to receive the first annual Star Performer award.

F. Committee Reports:

1) Building

Jill reported:

- The question of repairing the library's tile roof is still on hold until further information can be gathered from roofing companies. Jill asked that the various bid details be discussed with the Building Committee due to differences in contractor opinion. Gloria suggested Jill contact builder Joe Hutton with Miller & Maack to get his advice on roofers in the area that have experience with historical buildings.
- The lower level west wall continues to have water seepage. Jill said she will discuss sealer or water drainage options with Bob Pfeiffer at City Parks and report back.
- As we progress forward with strategic planning, Jill asked the board to consider three possible projects that can be done in the near future that could still be utilized in a larger remodel project in the future. She will get bids and further information for: 1) Adding more electrical outlets in Carnegie's and one new larger table to facilitate group projects; 2) Adding more electrical outlets in the Youth Department so that we can configure a new Teen area; and 3) Fencing in the outdoor patio to increase the space that can be used for patrons with children. The board agreed that these projects sounded feasible.

2) Personnel

Jill has hired Dorothy Kossakowski as our new Accounting Clerk. Dorothy has recently retired from Scheffel Boyle.

3) ELFs

Jill showed the board a paperboard fan, with graphics designed by Kelcey, which will be handed out to the public at the ELFs' band concert fundraiser.

4) Finance

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$71,279.77.

Roll call:

Gary Denue – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – 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 \$30,491.68.

Roll call:

Gary Deneu – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

G. Ad Hoc Committee – Strategic Planning:

Gary reported:

- No meeting was held in June. Next meeting will be scheduled for August.
- Jill and Gary suggested we try a “Listening Project” where several members of library staff request interviews with influential members of the community. This grass roots’ advisory will allow for key questions to be asked about the community and what these individuals feel are important goals and qualities that should be focused on. Jill asked that board members put forth some names in the next month or so, and the board agreed.

H. Illinois Heartland Library System:

Gary reported that the 2019 budget will remain at the same level as 2018. Per capita checks have not been released yet.

I. Library Director’s Report:

Jill reported:

- Server installation is schedule for the weekend of July 7-8.
- The IPLAR has been submitted for the 2017-18 FY. Jill summarized the main points of the report, focusing on the importance of accurate attendance numbers and the need for a new door people counter. She and Randolph are gathering bids for thermal/3D models which have much more accuracy and reporting versatility.
- At the latest MEPL (metro-east public libraries) meeting, Belleville and Granite City libraries discussed passport processing services they now offer patrons. Jill would like to offer this service at the library and the board agreed. Also, at the MEPL meeting, the convoluted method of current library billing processes were discussed. EPL has more experience with billing through Polaris than other libraries so Jill offered, with Katherine’s help, to meet with IHLS staff to discuss developing a clearing house approach at the system to streamline the billing process. Other librarians liked this idea.
- To gauge popular response, Jill proposed launching Hoopla Engage at the July Goshen Market, providing 62025 residents a chance to have a free trial in exchange for an email address. The board agreed.

J. Unfinished Business

The Board discussed the Special Reserve Fund (SRF) which was originally established by Ordinances 02-01 and 02-02 to be used for the expansion, remodel and repair of our aging facility. The ordinance and corresponding board motion set a reserve fund of up to \$500,000

with the intention of not establishing this fund through the tax levy but to slowly build the reserve in keeping with past practice. The Board will periodically review the cap on the reserve fund.

Motion by Kim Harrison, seconded by Gary Denue, to:

- Continue to transfer the unexpended annual balances into our Special Reserve Fund, as provided by 75 ILCS 5/5-8.
- Amend Ordinance No. 02-02 to increase the Special Reserve Fund balance up to \$2,000,000.

Roll call:

Gary Denue – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Jill re-visited the topic of changing the book drop at the YMCA Myer Center location due to damaged item issues with the current indoor drop. After researching our options with Randolph, she recommended purchasing a new book drop for a new outdoor location. The cost will be approx. \$4,000.

Motion by Kim Harrison, seconded by Chris Lafikes, to purchase and install a new book drop at a new designated outdoor location at the Myer Center YMCA.

Roll call:

Gary Denue – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Jill also indicated that she may want to “wrap” our other existing outdoor book drops to improve their appearance. She will get back to the board with further details.

K. New Business

Jill reported that a new FOIA director needed to be appointed. Retired Library Director Susan Carr was the previous FOIA director.

Motion by Francie Powell, seconded by Kim Harrison, to appoint Library Director Jill Schardt as the new FOIA director.

Motion carried.

Jill reported that the Board of Trustee meetings must be posted ahead of time on the website. She presented the board with meeting dates for the current FY, with the intention of approving a list of dates annually.

Motion by Gloria Zupanci, seconded by Kim Harrison, to approve the FY 2018-19 Board of Trustee meeting dates to be posted on website.

Motion carried.

Jill discussed the insurance question related to the IPLAR regarding compliance with 75 ILCS 5/4-9. The board agreed that the City of Edwardsville Treasurer would be the designee of library funds, to be voted on annually.

Motion by Gary Denue, seconded by Kim Harrison, to designate the City of Edwardsville Treasurer as the custodian of the Edwardsville Public Library funds.

Roll call:

Gary Denue – yes

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

Jill requested that an EPL Policy Committee be formed to facilitate updating the current manual to comply with the City Personnel Code as much as practical, and to separate that section from the library policy manual. Jill recommended herself, Cary and Katherine to make up staff members on the committee and asked for Board member volunteers. Kim, JoAnn, and Gary agreed to be on the committee. The committee will be responsible for making any significant changes, with final draft presentation to the full board to streamline the process. The committee can then advocate the updates to City HR.

Motion by Gloria Zupanci, seconded by Francie Powell, to approve the creation of a EPL Policy Committee.

Motion carried.

At the recent Director's University, Jill received templates and details that explained the correct procedure for holding closed meetings for board members. Jill will do further research into the Open Meetings Act and work with Francie to comply with closed meeting rules.

L. Presentation to Board

None.

M. Adjournment

Motion to adjourn by Kim Harrison, seconded by Francie Powell. The meeting was adjourned by President LaRose at 8:33 pm.