

MINUTES
Board of Trustees
Edwardsville Public Library

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

A. Call to Order and Roll Call of Members:

Secretary Francie Powell called the regular board meeting to order at 7:08 pm.

Members Present:

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

Absent:

Gary Denué
Pete Fornof
Bob LaRose

B. Introduction of guests:

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

Dorothy Kossakowski is attending the meeting to further familiarize herself with library procedures.

C. Public Comment:

None.

D. Disposition of Minutes:

Motion by JoAnn Nabe, seconded by Gloria Zupanci, to approve the board meeting minutes for July 5th, 2018.

Motion carried.

E. Communications:

Jill received two emails from patrons thanking the library for the Illinois Humanities' program "How an Illinois Music Store Helped Win the Civil War." Sharon said she also attended this recent program for adults, and she thought it was very well done.

F. Committee Reports:

1) *Building*

Jill reported:

- Jill showed photographs of the public restrooms where laminate from the sink base and back splash has fallen off or buckled. Randy Leitner will order new laminate and fix these problems.
- The cleaning crew has reported issues with the upstairs men's room urinal, including slow flushing and odor. The plumbers cannot find any problems with the flushing mechanism after checking on several different occasions. They also suggest that the bathroom floors be bleach cleaned more often to prohibit odor. Jill will request this from Goshen Cleaners.
- After a meeting with the ELF's, in which they put forth their opinions and ideas, Jill presented a drawing by Steve Stolte of preliminary plans for a possible update to Carnegie's Café. The goal would be to provide more table work space for patrons while reconfiguring the ELF sales counter to a new location. This plan would also add a few more book shelves so that valuable shelf space would not be hindered in any way. This floorplan change would necessitate new laminate flooring. The ELF board is enthusiastic and this may be a way to provide partial solutions to strategic planning goals.

2) *Personnel*

Cary was asked to temporarily leave the meeting so that Jill could discuss possible changes to Cary's hourly status.

3) *ELF's*

- Sharon reported that the ELF's raised \$187.50 at their band concert bake sale fundraiser. The leftovers were delivered to the Fire Station.
- Jill reported that the ELF's have mentioned wanting to expand their tasks and/or responsibilities in the library during their volunteer shifts. Jill and staff are discussing possible options.

4) *Finance*

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$69,776.42.

Roll call:

Kim Harrison – yes
 Chris Lafikes – yes
 JoAnn Nabe – yes
 Sharon Whittaker – yes
 Gloria Zupanci – 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 \$69,704.42.

Roll call:

Kim Harrison – yes
 Chris Lafikes – yes
 JoAnn Nabe – yes

Sharon Whittaker – yes
Gloria Zupanci – yes
Francie Powell – yes

Motion carried.

G. Ad Hoc Committee – Strategic Planning:

None.

H. Illinois Heartland Library System:

None.

I. Library Director’s Report:

- Jill handed out our new Hoopla Engage promotional cards which will be handed out at library events. The cards will allow Edwardsville residents who don’t currently have a library card to try out two Hoopla checkouts (e-audio/e-book/e-movies, etc) in exchange for their emails.
- Jill showed pictures of the newly installed book drop at the Meyer Center YMCA. Sara Berkbigler at the Main Street Community Center expressed an interest in our old book drop, and Jill sent her the dimensions so she can discuss with her board.
- Jill recently met with Mayor Patton to provide an update on the library and to explain our ideas about a “Listening Project” to garner input from key Edwardsville stakeholders. The Mayor suggested taking time to speak with each alderman individually.
- Jill is continuing to research installing a 3D thermal people-counter for improved stats. She will be talking to consultants that the City hires to get a second bid on wiring the unit to compare with Royal Solutions’ bid.

J. Unfinished Business:

As the Board recommended, Jill spoke with Joe Hutton of Miller & Maack. Joe has experience with historical buildings and serves on the Historic Preservation Committee. He has expressed his willingness to provide “research and discovery” services for both our roof and the water seepage issues on the lower level west wall. He would compare our varying roof estimates and monitor progress of actual roof repair to ensure proper completion. We would enter into a professional services agreement/statement of work with Joe and he would charge us an hourly consulting fee. The board agreed that the roof repair bid comparison requires expertise that library staff does not have and that hiring Joe would be worthwhile as long as there was a spending cap in place.

Motion by Kim Harrison, seconded by Chris Lafikes, to enter into a professional services agreement/statement of work with Joe Hutton, for an amount not to exceed \$5,000.

Roll call:

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

Motion carried.

K. New Business

Edwardsville CEO (Creating Entrepreneurial Opportunities) is a group that mentors local seniors in high school during early morning meetings before school hours. Tim Harr and Chief Keeven have been able to accommodate the group with meeting space for some of their schedule, but not all. Jill asked if the Library should make an exception to meeting room policy to accommodate this group outside of normal library hours. The board discussed and decided not to change the policy, despite the worthwhile cause, so as not to set a precedent that may be hard to manage in the future.

L. Presentation to Board

None.

M. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gloria Zupanci. The meeting was adjourned by Secretary Powell at 8:54 pm.