

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

Date: Wednesday, August 26, 2020

Time: 7:00 pm

Place: Library and ZOOM

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

Bob LaRose called the meeting to order at 7:01 pm.

Present:

Denué

Duncan

Lafikes (*at library*)

LaRose

Nabe

Powell

Whittaker

Absent:

Harrison

Zupanci

Bob LaRose stated “As the Board President I am determining that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.”

**B. Introduction of Guests:**

Library Director Jill Schardt (*at library*); Development & Outreach Librarian Cary Harvengt (*at library*); Head of Technical Services Gwen Bumpers (*Zoom*).

**C. Public Comment:**

None.

**D. Disposition of Regular Meeting Minutes:**

**Motion** by JoAnn Nabe, seconded by Gary Denué, to approve the board meeting minutes for 7/29/2020.

**Roll call**

Denué – yes

Duncan – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

LaRose – yes

**Motion carried**

**E. Presentation to or Discussion with the Board**

None.

## F. Communications:

- Jill shared with the board a letter from a non-resident cardholder who is unhappy that she cannot get an expiration date extension on her library card due to recent Covid disruption for on-site services. Jill explained that we are unable to accommodate extensions for any patron.
- Darlyne Alldredge kindly made library staff very nice masks. After receiving our thank you card, she brought more, which is much appreciated.
- Chestnut Health Systems provided us with \$500 of Subway gift cards (fifty \$10 cards). The library can distribute these gift cards at our discretion to patrons in need. This donation was facilitated through John Harvey's working relationship with Carrie Hilling at Chestnut.
- Our library grab bags have been very popular and can be requested through an online form. A patron recently expressed her enthusiasm for this service and thanked the librarians for choosing such great titles.
- A patron recently communicated that she had just discovered Kanopy and was thrilled with this digital service. She hopes we continue to promote this platform so that other patrons can enjoy Kanopy as much as she does.

## G. Committee Reports:

### 1) Facilities

- Jill has received GRP's report on full inspection findings and a breakout between labor and materials on the \$11k repair quote. She will get other bids on the repair work from Kane and France, then share with Facilities Committee.
- RPZ (back flow preventer) replacement was discussed at the July meeting. After securing several bids, Jill proposes going with Boyer and their quote of \$7,768.

**Motion** by Gary Denué, seconded by Chris Lafikes, to approve the Boyer Fire Protection quote in the amount of \$7,768 to replace the RPZ backflow on our fire sprinkler system.

#### **Roll call**

Denué – yes

Duncan – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

LaRose – yes

#### **Motion carried**

- Jill has a Zoom call scheduled with Bond Architects for September 2<sup>nd</sup> to review progress and discuss the next steps.
- Slayden Glass has ordered locking mechanism parts and will repair our three entryway doors and tighten a loose handle at a cost of \$1,070.

2) *Personnel*

- We celebrate Gwen Bumpers' fifteen year service anniversary this year. Please see the blog post and Facebook link where we thank Gwen for all she does daily to make the library a better place.
- Today was Dorothy Kossakowski's (Accounting Clerk) last day of work.
- Kevin Head, City Administrator, asked if some of the duties that the city clerk is performing for the library can be moved to the library. This would add about twenty hours per month to our staff hours. Jill discussed with the City her concern that moving some of these duties over to the library reduces the financial control checks we currently have in place. After some discussion, the clerk's office will continue to print and mail checks to keep that control intact. The Library will start entering our own claims in Incode each month, following-up on uncashed checks, setting up our own new vendors in Incode, entering our own deposits and taking them to the bank, and year-end processing and mailing of 1099s to vendors. Jill confirmed with Kevin that he will need to keep the library's additional costs in taking over these tasks in mind when we have our levy discussions. Acquiring these new duties will add approximately \$4k in salaries annually and about \$2k in IMRF annually (IMRF vs non-IMRF).
- Jill reported there were forty applicants for the accounting clerk position. She conducted four Zoom interviews this week and is planning to invite 2-3 candidates to the library next week for in-person interviews.
- COVID Impact on Staffing:  
Our average visitor count from the 3D people counter is 200 per day since we reopened on July 6<sup>th</sup>. The average for last July and August was 460 per day. It is quiet and slow, especially without programming, seating, and with no computer lab for adults. Due to this decrease in activity and the resulting decrease in available work for staff, we reduced circulation hours by seventy per week by laying off the two circulation people with the least seniority. We have also reduced hours for other circulation staff.
- The City is conducting annual, state-mandated anti-sexual harassment training. All classes have fewer than fifteen participants to maintain social distancing. All library staff will attend.
- Since July 6<sup>th</sup>, we have had seven staff members out on the paid COVID leave for a total of 145 hours. All of these staff members, but one, are back at work.

3) *Policy*

None.

4) *Finance*

**Motion** by Chris Lafikes, seconded by Gary Denué, to approve the pre-paid bills in the amount of \$69,164.06

**Roll call:**

Denué – yes

Duncan – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

LaRose – yes

**Motion carried**

**Motion** by Chris Lafikes, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$37,985.16.

**Roll call:**

Denué – yes

Duncan – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

LaRose – yes

**Motion carried**

5) *Nominating*

None.

6) *Executive*

None.

7) *Ad Hoc Committees*

None.

**H. Illinois Heartland Library System:** None.

**I. ELF Liaison**

Sharon reported:

- The book room has been moved to its new space.
- The ELFs donated a non-resident card scholarship to ensure that a District 7 student had access to our digital materials.

**J. Library Director's Report**

Jill reported:

- We received the \$4,100 check from the Illinois Humanities Action Grant for Jacob Del Rio's successful application for *The Sixth Extinction* by Elizabeth Kolbert. We have ordered 225 books for this community read, and the books will be distributed at the library, Afterwords Books, and Lovejoy Library in late September as part of the virtual 2020 Edwardsville Book Festival. The community read launch will lead into six weeks of virtual programming and discussion.
- Cary showed the board a memorial plaque we ordered with Pete Fornof's picture and a brief dedication. We will hang this plaque in our new presentation room.
- We became aware of a glitch with Hoopla barcode authentications that allows other libraries' patrons to check out EPL material. Midwest Tape indicated that we had approximately twenty non-EPL users and 700 related circs they have identified so far. They are working on resolving this issue.

- Jill will attend a Zoom mtg. for an Edwardsville Roundtable on Racism and Equality discussion with area social services and social clubs. They are hoping to hear what issues groups are running into in creating and supporting racial equality in our community; as well as suggestions to solve identified problems. Recommendations to support equality will ultimately be shared with the Edwardsville City Council.
- Jill informed the board that a per capita board requirement this year is to read all chapters of *Serving Our Public 4.0* to be able to answer certain questions. Jill suggested that library staff recommend monthly discussion topics so that this task can be accomplished by November. The board agreed.

**K. Unfinished Business**

None.

**L. New Business**

None.

**M. Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Gary Denué. The meeting was adjourned by President LaRose at 7:46 pm.