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

Date: Wednesday, February 23, 2022
Time: 7:00 pm
Place: Library & Zoom

**A. Call to Order and Roll Call of Members:**
Robert LaRose called the meeting to order at 7:00 pm.

**Present:**
DeSpain (Zoom)
Duncan (Zoom)
Harrison (Zoom)
Lafikes (Zoom)
LaRose (at the library)
Powell (Zoom)
Whittaker (Zoom)

Members Absent:
Denue
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 situation and the inclement weather. This meeting is being recorded."

**B. Introduction of Guests:**
Library Director Jill Schardt (at the library)

**C. Public Comment:**

**D. Disposition of Regular Meeting Minutes:**
**Motion** by Jessica DeSpain, seconded by Kim Harrison, to approve the board meeting minutes from January 26, 2022.

**Roll call:**
DeSpain
Duncan
Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

**E. Communications:**

Jill read an email from a patron thanking staff for great service even close to closing time and appreciation for our curbside service.

**F. Committee Reports:**

*1) Facilities*

Agati reading room tables are expected mid-March, so they should be here in time for the open house.

JF has tried several different dimmers on the new wall sconces in the adult library, and they all strobe. They would most likely need to rewire if the library wants to have the dimming feature on those lights. Not having dimmers will result in a savings of $1,570.

Kane refilled the glycol feeder and did not see any evidence of a leak in the boiler room. The feeder had 15 gallons (5 gallons glycol and 10 water) and was almost empty. They will investigate where the glycol may be going when they replace filters in March.

The elevator trim was sanded and painted, and the vinyl wrap should be installed on the three elevator doors before the open house.

The library's fire panel seems to have been damaged by a power surge. Tech Electronics had to do an emergency repair to get the alarm working and were able to find a replacement circuit board even though the system is very old. The invoice for the part and emergency service is $1.6k. They will reduce that to $1k if the library decides to move ahead and replace the entire panel now. They quoted $5.3k to replace the existing panel, but the quote is only good for 14 days. The board discussed the options and decided to start the process of getting quotes to have our panel wired directly to Edwardsville's police and fire dispatch vs. an outside vendor. The library will pay the $1.6k bill and not replace the panel with the existing technology at this time.

*2) Personnel*

Performance evaluations are due to City HR by 3/3.

The board and Jill discussed the draft of the job description for Senior Circulation Clerk. They agreed to add this second tier of circulation staff to compensate senior staff equitably.

**Motion** by Kim Harrison, seconded by Jessica DeSpain, to approve the Senior Circulation Clerk job description.

**Roll call:**
DeSpain
Duncan
Harrison

Lafikes
Powell
Whittaker
LaRose
**Motion carried**

**Motion** by Francie Powell, seconded by Kim Harrison, to approve the pay range for Senior Circulation Staff at $13.00 - $18.00 and to make the pay adjustment retroactive to January 1, 2022 for the following staff members being promoted to Senior Circulation Clerk: Sam Orf, Mary Bade, Sally Atwood and Kaylee Cubalo.

**Roll call:**
DeSpain
Duncan
Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

*3) Policy*
None

*4) Finance*
**Motion** by Allen Duncan, seconded by Chris Lafikes, to approve the February **pre-paid bills** in the amount of $79,832.60.

**Roll call:**
DeSpain
Duncan
Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

**Motion** by Allen Duncan, seconded by Chris Lafikes, to approve the February Bi**lls to the City Clerk** in the amount of $14,501.66.

**Roll call:**
DeSpain
Duncan

Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

*5) Nominating*
None

*6) Executive*
None

*7) Ad Hoc Committees*
None

**G. ELF Liaison**
Sharon reported:

The Friends have sent out the reminder for membership renewals. Members will receive a membership card that they can use to receive small gifts/giveaways quarterly when presented at the bookstore.

The Library Friends will have a presence at the open house to show the community the ways they support the library and to potentially recruit new members. They are also planning to purchase flower arrangements for the open house and will discuss how else they may choose to assist at their board meeting this week.

**H. Library Director's Report**
Jill reported:

Quiet study rooms are used frequently, and patrons are beginning to use the reservation system D!Bs. Library staff are really pleased with the software and the popularity of the rooms.

A combined BBQ Competition/Beer Festival is planned for City Park in late October. Jill mentioned that the board may consider closing the library on that Saturday, because access to library will be extremely difficult for patrons.

Jill reviewed some stats with the Board:

- Traffic is still lower than pre-COVID. Average per day Jan and Feb of 2020 was 370 and 382, respectively. Jan and Feb mtd 2022 are 184 and 202, respectively.
- New patron registration is strong. December was the highest since FY 15-16, and January was the highest since FY 18-19.

- Total circulation of our items is solid at 78% of 2019 comparing the period Jan 1 – Feb 23.

New Statement of Economic Interest forms. Jill stated that the new forms will be emailed to the board members. The online forms will be available early March and are due May 1. She reminded the trustees that the filed information will be available to the public.

**I. Unfinished Business**

None

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

None

**K. New Business**

The board discussed the Governor lifting the mask mandate effective February 28, 2022. The City has been following the Governor's policies on masks throughout the pandemic and plan to continue to follow his guidance and lift the mask mandate in City buildings on that date.

**Motion** by Chris Lafikes, seconded by Allen Duncan, to no longer require masks in the library effective February 28, 2022 in accordance with the Illinois state health recommendations.
**Roll call:**
DeSpain
Duncan
Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

The board discussed the plans for the open house.
**Motion** by Francie Powell, seconded by Jessica DeSpain, to set the budget for the open house at $6,000.
**Roll call:**
DeSpain
Duncan
Harrison
Lafikes
Powell
Whittaker
LaRose
**Motion carried**

**Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Francie Powell. The meeting was adjourned by Bob LaRose at **8:15** pm.