

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

Date: Wednesday, February 27<sup>th</sup>, 2019  
Time: 7:00 pm  
Place: Meeting Room

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

Vice President Fornof called the meeting to order at 7:00 pm.

Members Present:

Gary Denué  
Pete Fornof  
Kim Harrison  
Chris Lafikes  
JoAnn Nabe  
Francie Powell  
Sharon Whittaker

Absent:

Bob LaRose  
Gloria Zupanci

**B. Introduction of Guests:**

Director Jill Schardt; Collection Development Coordinator Cary Harvengt

**C. Public Comment:** None.

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

**Motion** by JoAnn Nabe, seconded by Kim Harrison, to approve the minutes of the Wednesday, January 30<sup>th</sup>, 2019 Board meeting.

**Motion carried.**

**E. Communications:**

Jill reported:

- The First Baptist Church of Wood River sent us a letter thanking us for a donation of a multi-volume Braille Bible.
- Two gentlemen on sabbatical in Edwardsville from a university in Barcelona spent every day at the library for several months and formed friendships with some of the staff. After they returned home, they sent an email thanking our “very kind and great team” at the library.
- IHLS sent a second request for nominations for their board. They are seeking four public library trustee representatives to serve three-year terms.

**F. Committee Reports:**

1) *Facilities*

- Jill is still in the process of getting three additional bids for the boiler and control work. She hopes to have detailed bids for comparison to discuss with the Facilities Committee by the end of March.
- The leaking skylight in the adult reading room is still not fixed. The roofers could not find the cause of the leak and patched with caulk. An expensive hose test would be the next step. Jill plans on getting Joe Hutton's recommendation on how to proceed.

2) *Personnel*

- Tara Eberlin-Pohlman was hired as a circulation clerk.

3) *Policy*

Jill and Pete attended the City Council meeting on February 19, 2019 to discuss proposed changes in library benefits to align the library's policy manual with the City's Personnel Code. The council will consider the matter and will revisit in the next City Council meeting on March 5<sup>th</sup>.

4) *Finance*

**Motion** by Gary Denué, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$74,586.01.

**Roll call:**

Gary Denué – yes  
Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Sharon Whittaker – yes  
Pete Fornof – yes

**Motion carried.**

**Motion** by Gary Denué, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$30,582.96.

**Roll call:**

Gary Denué – yes  
Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Sharon Whittaker – yes  
Pete Fornof – yes

**Motion carried.**

5) *Nominating*  
None

6) *Executive*  
None

7) *Ad Hoc Committees – Strategic Planning*

Gary reported that the library staff had completed a summary of action items for each of the three approved goals for the strategic plan. The board reviewed the summary and agreed with the actions but suggested that we should extend the timeframe for completion to 1-2 years.

**Motion** by Sharon Whittaker, seconded by Kim Harrison, to approve the action-items for the library’s strategic plan.

**Motion carried.**

**G. Illinois Heartland Library System**

Gary reported:

- Gary informed the board that the system is looking for public library trustees as well as public library representative nominees for its board.
- Greg McCormick, the Director of the Illinois State Library, announced that there will be applications for libraries to apply for “Grow With Google” educational grants which will fund education for librarians to offer business and community resources.
- IHLS has more used vans to auction, and more information should be available soon.

**H. ELF Liaison**

Sharon reported:

- The latest ELF newsletter has been mailed/mailed.
- Annual membership renewals are going well, with over sixty replies so far.
- ELF committees have been formed to establish new fundraising efforts and to plan events.

**I. Library Director’s Report**

Jill reported:

- The annual ILLINET ILL and Reciprocal Borrowing Statistical Survey, and the annual library certification with the Illinois State Library have been submitted.
- Eric Schneider, Executive Director of Gateway EITC, continues to work the tax preparation Saturdays at the library to ensure that things run smoothly and that the maximum amount of patrons can be served.
- The Summer Reading kick-off party has been scheduled for May 29<sup>th</sup>. Megan had requested a Saturday to enable more working parents to attend, but the Parks Dept. had another program scheduled in City Park. They have given us verbal approval for that Saturday next year.

- Our ePAY service is changing to JetPay for credit card payment processing. This change may not be integrated with Polaris for several months so this may affect our patrons' ability to make online payments in the interim. Staff and patrons will be informed ahead of time.
- The board was given a summary of the three issues involving the police for the month.
- Jill informed the board that she is interviewing a potential grant-funded temporary employee who is currently a student at EHS in the Work Experience program. This individual has previously worked at the EHS library and at Edwardsville's IHLS office.

**J. Unfinished Business**

Jill presented our proposed metrics to track the impact of our pilot program on youth fine-free materials. The board approved the tracking metrics.

**K. New Business**

Jill requested that the board approve closing the library on Friday, April 26<sup>th</sup> from 12-5 pm for Staff Development Day. The Library will be open from 9-12 pm that day.

**Motion** by Kim Harrison, seconded by Francie Powell, to close the library as requested for Staff Development Day.

**Motion carried.**

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

None

**M. Adjournment**

**Motion** to adjourn the regular meeting by Sharon Whittaker, seconded by Gary Denué. The meeting was adjourned by Vice President Fornof at 8:44 pm.