

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 26, 2022
Time: 7:00 pm
Place: Library

A. Call to Order and Roll Call of Members:

Robert LaRose called the meeting to order at 7:05 pm.

Present:

Denué
Lafikes
LaRose
Powell
Whittaker (remotely via Zoom)
Zupanci

Members Absent:

DeSpain
Duncan
Harrison

B. Introduction of Guests:

Library Director Jill Schardt

C. Public Comment:

None

D. Disposition of Regular Meeting Minutes:

Motion by Gary Denué, seconded by Gloria Zupanci, to approve the board meeting minutes from November 17, 2021.

Motion carried.

E. Communications:

The library has received several complaints that the quiet study rooms were full and individuals were sleeping in the rooms, which is against the posted policy. We had some issues getting our software working, but soon EPL cardholders will be able to reserve these spaces up to 7 days in advance. Library staff do make rounds and ask individuals sleeping to move to the adult library. Cameras will also be installed in the near future.

F. Committee Reports:

1) *Facilities*

Agati reading room tables are expected mid-February. JF has installed the new floor outlets, and the chairs are in the process of being refinished.

There are still a few open items on the punch list with the contractors, but most of the work is complete. Jill and the board discussed having an open house and agreed to schedule the event for Sunday, March 27, 2022 during the library's open hours of 1-5. Jill will discuss with library staff and bring some cost estimates and plans to the board.

The library is close to signing a maintenance contract with Kane. Filters have not been changed for a while, so they would work on that as soon as we get that signed.

Tech Electronics reported communication issues, and they indicated that our main fire panel was damaged by a power surge. The AC power was not working, so they found a replacement circuit board in their warehouse and got us back up and running. Our fire panel is over 20 years old, and Fire Chief Whiteford recommended we plan for a replacement panel. Jill has an appointment next week to start the quote process.

2) *Personnel*

Our new Circulation Manager, Jim Davis, started on December 20, 2021.

Mason Schaefer resigned after working at the circulation desk for ten years. Some of his hours were picked up by our current staff, and we hired a new circulation clerk, Kristi Harper. Kristi started work on January 4, 2022.

Staffing has been impacted slightly by COVID absences, but library traffic is still lower than pre-COVID, and staff have been able to cover shifts.

The library's new social work Intern Kelly Veach will start soon. She is a first-year graduate student in Social Work at SIUE. Jill mentioned that she added \$5k to the personnel budget to bridge the gap between September and December, but she is hoping to find a sponsor.

Jill informed the board that with the January 1, 2022 increase to minimum wage, almost all circulation staff have the same hourly rate. The library has many new staff members, and the circulation clerks with seniority are training all the new staff. The board discussed creating a new job description for Senior Circulation Clerk to compensate senior staff fairly. Jill will draft the job description and forward it to the Personnel Committee.

3) *Policy*

None

4) *Finance*

Motion by Gary Denué, seconded by Chris Lafikes, to ratify the December pre-paid bills in the amount of \$187,922.82

Roll call:

Denué
Lafikes
Powell
Whittaker
Zupanci
LaRose

Motion carried

Motion by Gary Denué, seconded by Francie Powell, to ratify the December Bills to the City Clerk in the amount of \$18,988.08.

Roll call:

Denué
Lafikes
Powell
Whittaker
Zupanci
LaRose

Motion carried

Motion by Gary Denué, seconded by Francie Powell, to approve the January **pre-paid bills** in the amount of \$77,197.07.

Roll call:

Denué
Lafikes
Powell
Whittaker
Zupanci
LaRose

Motion carried

Motion by Gary Denué, seconded by Francie Powell, to approve the January **Bills to the City Clerk** in the amount of \$23,545.36.

Roll call:

Denué
Lafikes
Powell
Whittaker
Zupanci
LaRose

Motion carried

The Board was presented with the proposed line-item detail for the 2022-2023 fiscal year budget.

Motion by Gary Denué, seconded by Francie Powell, to set the FY 2022-2023 budget at \$1,642,000 for Total Revenue and Total Expenses, and to set the Salary Expense line at \$800,000.

Roll call:

Denué
Lafikes
Powell
Whittaker
Zupanci
LaRose

Motion carried

5) *Nominating*
None

6) *Executive*
None

7) *Ad Hoc Committees*
None

G. ELF Liaison

Sharon reported:

- The Library Friends received \$300 in donations with their annual gift-wrapping fundraiser.
- Membership renewal letters were sent out.
- They have noticed a decrease in their revenue from the bookstore but think it may be related to library traffic being down.

H. Library Director's Report

Jill reported:

The City is looking into some options for individuals needing shelter during cold weather. Since Edwardsville does not have a shelter, they are considering partnerships with other area warming centers.

Masks continue to be a stressor for staff, because some individuals have very strong reactions to the policy. Our policy follows the City and the IDPH, and the board stated that it will continue to do so.

The police served a no-trespass order on a patron who was harassing another patron trying to work in the library.

We will be a Gateway EITC site again this year. We will begin signing people up on February 1 and expect we will fill our slots quickly, because we always fall short of demand.

Opera Edwardsville is planning their calendar of events for 2022. They have requested to use the library after hours for the event in City Park again and have asked about using the adult library as a backup in case of rain. This will be discussed again at a later meeting.

I. Unfinished Business

None

J. New Business

None

K. Presentation to or Discussion with the Board

None

L. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Francie Powell. The meeting was adjourned by Bob LaRose at 8:42 pm.