

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 29th, 2020
Time: 6:00 pm
Place: Meeting Room

A. Call to Order and Roll Call of Members:

President LaRose called the meeting to order at 6:00 pm.

Members Present:

Allen Duncan
Kim Harrison
Chris Lafikes
Bob LaRose
Francie Powell
Sharon Whittaker

Absent:

Gary Denué
JoAnn Nabe
Gloria Zupanci

B. Introduction of Guests:

Director Jill Schardt; Development & Outreach Librarian Cary Harvengt

C. Public Comment: None.

D. Disposition of Regular Meeting Minutes:

Motion by Kim Harrison, seconded by Sharon Whittaker, to approve the minutes of the Wednesday, November 25th, 2019 Board meeting.

Motion carried.

E. Communications:

Jill reported:

- Jill received a letter stating that the Board of the Edwardsville Community Foundation decided not to fund our grant application asking for funds to pay the MSW supporting our social work intern.
- Jill read a letter from a patron who previously lived in Edwardsville and was questioning our plans for the Genealogy Room during a recent visit. Cary and Jacob sent her a detailed reply and the patron came back in and received assistance with the materials she wanted.
- Cathie Wright sent an email saying that the teachers and principals involved with Stories on the Move program are very pleased with the program. We have placed 1,250 books in the hands of District 7 children so far. The bus company has 250 on hand and we have

more ready to distribute. Emily Gates has been helping with the effort by collecting books from area private schools.

- Katherine's social media posts continue to receive notes of approval and appreciation from patrons who enjoy getting our humorous and informative updates. Jill gave a recent example from a Facebook post.

F. Committee Reports:

1) Facilities

As discussed earlier with the Facilities Committee, the boiler project is ongoing and Kane has sent a bid to replace the wing heating coil and outside air damper for \$13,250. The committee agreed to recommend accepting the bid after getting the written guarantee from Kane that the work will be conducted on a T&M basis not to exceed the quote.

Motion by Chris Lafikes, seconded by Kim Harrison, to approve the quote from Kane to replace the wing heating coil and damper on a time and material basis not to exceed \$13,250.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Kane recommends replacing the water in the existing piping system with propylene glycol to reap the full benefit of the automated controls and allow us to switch over between heat and AC without a manual changeover. We are getting other bids on this currently.

Kane also recommends inspecting our existing fan coils to get all of our equipment functioning properly. Their quote for this inspection would be \$7k. We are getting other bids on this work as well. Both of these projects will be discussed with the board at a future meeting.

Jill reported that the administrative staff sent final building plan ideas to Bond Architects, who will send cost quotes for board review. Sue, at Bond, also assisted Jill with supporting documentation for the Live & Learn grant application for the teen area of the project.

2) Personnel

Jill reported:

- A student from District 7, who needs to perform thirty hours of community service, is working on a weeding project in the Youth library as a volunteer.
- Eleka Smith started this week as a circulation clerk. She has previous library experience.
- Mary Westerhold was hired and will start working at the library as a circulation clerk beginning in February.
- Craig Monk was hired in a newly defined Facilities Assistant position.

- Two pages, Deniz Demerir and Allie Barrows, resigned to take other positions within their field of study.
- Brejani Owens has recently started as our social work intern. She is a second-year graduate student in the School of Social Work at SIUE.
- Terri Slemer is also working as an intern at EPL and is pursuing her MLIS degree. She will be assisting Cary and Amanda by analyzing our entire non-fiction collection.
- A patron, who has an interest in Chris and his continued progress at the library, recently gave him a gift card to show her appreciation for his good humor at the library.

3) *Policy*

The Board reviewed the updated version of the Facilities Assistant job for approval.

Motion by Kim Harrison, seconded by Francie Powell, to approve the updated job description for the Facilities Assistant position.

Motion carried.

4) *Finance*

Motion by Kim Harrison, seconded by Chris Lafikes, to approve the December pre-paid bills in the amount of \$71,219.66.

Roll call:

Allen Duncan – yes
 Kim Harrison – yes
 Chris Lafikes – yes
 Francie Powell – yes
 Sharon Whittaker – yes
 Bob LaRose – yes

Motion carried.

Motion by Kim Harrison, seconded by Francie Powell, to approve the January bills to the City Clerk in the amount of \$81,220.23.

Roll call:

Allen Duncan – yes
 Kim Harrison – yes
 Chris Lafikes – yes
 Francie Powell – yes
 Sharon Whittaker – yes
 Bob LaRose – yes

Motion carried.

Motion by Kim Harrison, seconded by Francie Powell, to approve the January pre-paid bills in the amount of \$67,352.20.

Roll call:

Allen Duncan – yes
 Kim Harrison – yes
 Chris Lafikes – yes

Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Motion by Kim Harrison, seconded by Francie Powell, to approve the February bills to the City Clerk in the amount of \$19,542.55.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Jill presented full budget details for board discussion for FY 2020-21.

Motion by Kim Harrison, seconded by Francie Powell, to set the FY 2020-2021 personnel portion of the budget at \$800,000, and to set the FY 2020-2021 full budget at \$1,598,700 for revenue and \$1,598,700 for expenses.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

5) *Nominating*

Due to Gloria's annual travel plans in the spring months, Bob appointed Allen to replace her on the Nominating Committee.

6) *Executive*

None

7) *Ad Hoc Committees*

None

G. Illinois Heartland Library System

Jill shared Gary's information that IHLS is accepting Board nominations and there are two public library trustee positions open, each with 3-year terms.

H. ELF Liaison

Sharon reported:

- The ELFs have final 501c3 approval.
- The ELFs are discontinuing the sale of food and beverages in Carnegie's.
- A Trivia Night fundraiser has been scheduled for October 16th at the Moose Lodge.
- Annual membership letters will go out soon.
- The ELF board nominating committee plans to meet in February to propose a slate of officer candidates for the March meeting.
- The ELF board welcomes new member Mike Skele.

I. Library Director's Report

Jill reported:

- December 3rd was the first meeting of our Community Resource Advisory Group. Many community groups were in attendance to give an overview of what services their organization provide. We hope to schedule a second meeting in the future with a smaller group with a narrower focus for what we'd like to accomplish.
- Jill attended the Junior Service Club Gratitude Breakfast on 12/6 to officially accept the \$1,750 grant for a Mental Health First Aid training session, which will be on Friday, January 31.
- We have submitted our application to hold the 2nd Annual Edwardsville Book Festival on Saturday, September 5th.
- The Summer Reading kickoff party is scheduled for Wednesday, June 3rd in City Park.
- The Per Capita Grant Application and the annual Traffic Survey have been submitted.
- The Live & Learn grant application has been submitted, and Jill emailed Katie Stuart asking for her support of the project.
- We are starting to work on gathering library "impact stories" and will be asking regular users how the library impacts their lives and community. We have asked all staff for suggestions and have a long list of people we can start with. We hope to be able to communicate this to the public via social media, the *Intelligencer*, and our blog.
- The annual Legislative Breakfast is scheduled for February 7th from 8-10am. Last call for any board members who might like to attend.

J. Unfinished Business

None

K. New Business

None

L. Presentation to or Discussion with the Board

None

M. Adjournment

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by Francie Powell. The regular meeting was adjourned by President LaRose at 8:18 pm.