

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, January 30th, 2019
Time: 6:00 pm
Place: Meeting Room

A. Call to Order and Roll Call of Members:

President LaRose called the meeting to order at 6:01 pm.

Members Present:

Gary Denué
Pete Fornof
Kim Harrison (*arrived at 6:07 pm*)
Chris Lafikes
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Absent:

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 Pete Fornof, to approve the minutes of the Wednesday, November 28th, 2018 Board meeting.

Motion carried.

E. Communications:

Jill reported:

- The Edwardsville Arts Center sent a thank you note for the bookmark kits the youth department contributed for the mystery boxes to support the Art Fair.
- We received a thank you card from the ELFs for helping to facilitate their gift wrapping fundraising effort.
- Jill shared a Facebook screenshot showing a very positive patron response to our recent participation in the “Library Crawl.”
- Jill received a letter from the Edwardsville Community Foundation explaining that they would not be awarding a grant for our patio project this year due to the high number of grant applications vs. funds available.

F. Committee Reports:

1) Facilities

- Jill reported that the skylight in the reading room is leaking in a new spot. Spec Pro will send someone 2/1/19 to check it out.
- Jill is in the process of getting three bids to add a second boiler for heating and to modernize the control panel and valves. We have received an itemized bid from Kane and are waiting on quotes from France Mechanical and Loellke Plumbing.
- Jill called Edwardsville Plumbing to investigate a reoccurring problem of water seeping through the floor tile seams in the staff bathroom. A leaking toilet is the culprit and will be repaired. Also, during inspections, they indicated that the water heater is ten years old and has some rusting issues and minor leaking.

2) Personnel

- Jill reported that Jacob is back from paternity leave.
- We received 88 applications for a recent circulation clerk job posting. We have hired Tara Eberlin Pohlman, who is an active Edwardsville community member associated with the Goshen Market.

3) Policy

Bob, Kim, and Jill will attend a meeting on February 1st with Mayor Patton, Kevin Head and Amanda Tucker to finalize details regarding the library's adoption of the City's personnel code.

4) Finance

Motion by Francie Powell, seconded by Gary Denué, to formally approve the December prepaid bills in the amount of \$69,538.59.

Roll call:

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

Motion carried.

Motion by Gary Denué, seconded by Francie Powell, to formally approve the January bills to the City Clerk in the amount of \$23,395.61.

Roll call:

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

Sharon Whittaker – yes
Bob LaRose – yes
Motion carried.

Motion by Pete Fornof, seconded by Kim Harrison, to approve the January pre-paid bills in the amount of \$64,856.22.

Roll call:

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

Motion carried.

Motion by Pete Fornof, seconded by Kim Harrison, to approve the February bills to the City Clerk in the amount of \$21,580.67.

Roll call:

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

Motion carried.

5) *Nominating*
None

6) *Executive*
None

7) *Ad Hoc Committees – Strategic Planning*

Gary reported that he reviewed staff ideas for action plans and advised Jill to work with staff to create goals using the SMART format.

G. Illinois Heartland Library System

None

H. ELF Liaison

Sharon reported:

- The gift wrapping fundraiser was a success, with a record-breaking total donations of \$514.91.
- The nominating committee will meet to recommend a slate of candidates for a spring election. Pat Costigan is serving as interim President.
- The annual membership letters have been mailed. New levels of membership contribution choices have been added this year.
- The ELF Board is discussing ways to bring the full ELF membership together for events and activities more often.

I. Library Director’s Report

Jill reported:

- The new website launched on February 15th. Katherine did a great job coordinating the project. We are happy with the results and so far patrons have provided positive feedback.
- The 2019 Per Capita application has been submitted.
- Jill met with new City Administrator Kevin Head. He showed interest in the library and toured the building.
- Jill reported recent disruptions and aggression by a male patron in the library. He has been cautioned by the police and asked to use his home library.
- A male patron, who recently has become a regular user of the Gates Lab, was arrested in the library for reasons unrelated to his library usage.
- We have a site coordinator for the Gateway EITC tax preparation assistance and two volunteers. The tax prep assistance for qualifying individuals and families will run from 2/9/19 – 3/16/19.

J. Unfinished Business

None

K. New Business

Jill presented the new logo and secondary marks created by Jim Harper, and agreed upon as the best option by the administrative team. The board agreed to approve the chosen logo.

Jill presented a detailed proposal for a Youth material “fine free” policy. This policy would not alter current replacement cost procedures for lost or damaged items. The board agreed to a one year pilot program so we can track various metrics to see if this policy is beneficial to patrons and materials lending procedures long term. A proposed tracking system will be presented at the February board meeting.

Motion by Kim Harrison, seconded by Francie Powell, to set the FY 2019-2020 personnel budget at \$782,500.

Roll call:

Gary Denué – yes
 Pete Fornof – yes
 Kim Harrison – yes
 Chris Lafikes – yes
 JoAnn Nabe – yes

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

Motion carried.

Motion by Pete Fornof, seconded by Kim Harrison to set the FY 2019-2020 budget at \$1,452,200 for revenue and \$1,452,200 for expenditures.

Roll call:

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

Motion carried.

L. Presentation to or Discussion with the Board

None

M. Adjournment

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by Kim Harrison. The regular meeting was adjourned by President LaRose at 8:29 pm.