

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, July 29, 2020
Time: 7:00 pm
Place: Library and ZOOM

A. Call to Order and Roll Call of Members:

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

Present

Denué
Harrison
Lafikes
LaRose (*at library*)
Nabe
Whittaker
Zupanci

Absent:

Duncan
Powell

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 disaster. This meeting is being recorded.”

B. Introduction of Guests:

Library Director Jill Schardt (*at library*); Development & Outreach Librarian Cary Harvengt (*at library*); Head of Technical Services Gwen Bumpers (*Zoom*)

C. Public Comment:

None

D. Disposition of Regular Meeting Minutes:

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the board meeting minutes for June 24, 2020.

Roll call

Denué – yes
Harrison – yes
Lafikes – yes
Nabe – yes
Whittaker – yes
Zupanci – yes
LaRose – yes

Motion carried

E. Presentation to or Discussion with the Board

None

F. Communications:

- A non-resident patron requested an extension to her library card expiration date stating her inability to use the library during our closed months due to Covid. Jill explained that while the building was closed, digital services still remained and that no extensions to resident or non-resident cardholders could be accommodated.
- A citizen complained to the City's HR department about a library staff member's attire. Per HR's request, the staff member was informed of this communication.
- A District 7 teacher emailed the library to find out if we would have hot spots and/or computers available for students during fall semester. Jill will follow-up to see what the District might already be planning, and if there is a gap in services that the library might be able to assist with.

G. Committee Reports:

1) *Facilities*

- Kane repaired the Glycol/water leak at the pump. Their original quote, \$8.3k, included all the parts that might have been needed to complete the job. The actual cost came in at \$5,675, and the boiler room has remained dry after repair.
- Glycol levels should be 30%, but it is now down to 25% after leaking for weeks. We will have additional Glycol added before winter, and we already have an extra supply so we shouldn't have to purchase any.
- Jill received a brief proposal from GRP after their inspection regarding ceiling motors, fans and filters. They quoted \$11k to make repairs and add three access panels. Jill had expected a more detailed report and is working with Matt to follow up with them before recommending action.
- During a routine sprinkler inspection, it was determined that the RPZ (back flow preventer) needs repair. We have a quote from Boyer for \$5k and have already budgeted for that. Jill called to get two other bids for a comparison and will report back.
- Bond Architects, Inc. has submitted their design specifications contract in the amount of \$47,026, plus \$5,000 in possible reimbursable expenses. Bob and Jeff Berkbigler have reviewed this standard contract and asked for a couple small adjustments, including specifying that the \$47k be paid out on a monthly basis for detailed work completed.

Motion by Chris Lafikes, seconded by Gloria Zupanci, to approve Bond Architects, Inc. contract for the design specifications in the amount of \$47,026 plus up to \$5,000 in reimbursable expenses.

Roll call

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

2) *Personnel*

- Circulation staff members Krista Bishop and Mary Westerhold resigned due to Covid-19 concerns.
- Dorothy Kossakowski, Accounting Clerk, resigned and her last day will be August 26, 2020.
- Since July 6, we have had five circulation staff members out on mandated paid Covid-19 leave for a total of 95.5 hours. HR is handling this process for us to keep it consistent across the City.
- The City Council has voted to give non-contract employees a 2% increase retroactive to May 1, 2020 on the August 14, 2020 payroll. Jill recommends aligning with the City's average increase.
- The board discussed Jill's annual pay increase.

Motion by Sharon Whittaker, seconded by JoAnn Nabe, to approve an annual salary of \$91,100 for Library Director Jill Schardt retroactive to May 1, 2020.

Roll call

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

- Jill asked the board to consider giving her the authority to revert back to our pre-approved Phase 3 operational policy if/when the Governor makes any announcements in this regard relating to Edwardsville.

Motion by Kim Harrison, seconded by Sharon Whittaker, to give Jill the authority to revert back to our pre-approved Phase 3 operational policy if/when the Governor makes any announcements in this regard relating to Edwardsville.

Roll call

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

3) *Policy*

None

4) *Finance*

Motion by Bob Larose, seconded by Gloria Zupanci, to approve the July **pre-paid bills** in the amount of \$59,485.99.

Roll call

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

Motion by Bob LaRose, seconded by Kim Harrison, to approve the July **bills to the City Clerk** in the amount of \$60,331.09.

Roll call

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

5) *Nominating*

None

6) *Executive*

None

7) *Ad Hoc Committees*

None

H. Illinois Heartland Library System: None

I. ELF Liaison

Sharon reported:

- A News & Notes email newsletter has been sent.
- Trivia Night has been canceled.
- The ELFs paid for a staff lunch for the team who worked the week before reopening to the public.
- ELF membership is down from this time last year.
- Book sales have resumed in Carnegie's since the building opened to the public.

- The new ELF book room is complete and the task of moving books is underway.

J. Library Director’s Report

Jill reported:

- The police issued two no-trespass orders this month for individuals who caused serious disturbances in the library.
- The computer labs are closed until further notice.
- If the library continues to remain open, Jill plans to revert back to our normal business hours beginning Monday, August 3rd. There is no longer a need for the buffer periods of time before opening and after closing.
- Circulation volume and patron traffic are down, which is to be expected and is a trend at other public libraries in the area. We are at approximately 68% of physical circulation volume, and slightly less than half of patron traffic compared to same time last year. Curbside pickup is currently numbering between 12-24 requests per day.
- Due to the uncertainty regarding the District 7 schoolyear and the popularity of our hotspots, Jill proposed purchasing ten additional hot spots to add to our 22 existing units. The board agreed to the purchase.

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve the purchase of ten hot spots. **Roll call**

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

K. Unfinished Business

None

L. New Business

None

M. Adjournment

Motion to adjourn Sharon Whittaker, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 8:18 pm.