

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

Date: Wednesday, June 24, 2020  
Time: 7:00 pm  
Place: Library & Zoom

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

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

Present:

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

Absent:

n/a

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

**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 5/27/20.

**Roll call:**

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

**Motion carried.**

**E. Presentation to or Discussion with the Board:**

None.

**F. Communications:**

The library received a letter from the Office of the Secretary of State informing us that we did not receive a Live & Learn Construction Grant this year. Unfortunately, due to the number of applications received in this 3rd priority category, our project will not be funded even though it had a favorable review.

We have received our Per Capita Grant award letter from the Office of the Secretary of State. Our award for FY2020 is \$33,288.75, based on an amount of \$1.25 per capita. It was announced that the per capita award amount will increase from \$1.25 to \$1.475 next year, which will result in an approximate increase of \$6k.

A patron emailed us to offer us a new cookbook for our collection that she received on Amazon as a buy 2 get one free. She was happy to donate it when she dropped by for a curbside pickup and a take-home flower craft kit for her granddaughter. She added, "I am so pleased with all of your innovations for service and outreach during this time."

**G. Committee Reports:**

*1) Facilities*

Chris Lafikes, Chair of the Facilities Committee, reported that the committee met June 4<sup>th</sup> and June 23<sup>rd</sup> to discuss the renovation project. The Committee reviewed the funds available and the project costs, prioritized the projects, and recommended to the Board that we move forward with Bond Architects, Inc. to create a book of detailed construction specifications.

Jill walked the full board through the funds available and the estimated costs of the project. She also mentioned that she had discussed the options with Sue Pruchnicki, and Sue had explained that we can have the specs written so the contractors will bid out our lower priority projects with alternates as "holds", meaning they will quote with and without that piece. The estimated time for Bond to complete the spec book is 3-4 months, and this will give us time to see how Covid-19 may affect our budget for this fiscal year before committing.

**Motion** by Chris Lafikes, seconded by Gary Denué, to request detailed construction specifications from Bond Architects, Inc.

**Roll call:**

Denué – yes

Duncan – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

**Motion carried.**

Jill reported that GRP has performed all of their inspection work and the conversion to Glycol. We should be receiving their summary report soon.

Devin Gray has installed a camera in the reading room, and this will provide us with an overhead view of that room. The Police can also access our cameras, and we will soon be able to view all cameras from our computers.

2) *Personnel*

Jill presented our plan for Phase 4 of Restore Illinois. We are referring to this as our walkthrough reopening, “Browsing is Back”, which will begin July 6<sup>th</sup>. The plan includes details to safeguard the health of both staff and patrons, while allowing for browsing and limited computer use. Jill also proposed bringing back the remaining fifteen staff who have been furloughed since April 8, 2020.

**Motion** by Gary Denué, seconded by Chris Lafikes, to approve the Phase 4 reopening plan as written, and to bring back the remaining furloughed employees on July 6, 2020.

**Roll call:**

- Denué – yes
- Duncan – yes
- Harrison – yes
- Lafikes – yes
- Nabe – yes
- Powell – yes
- Whittaker – yes
- Zupanci – yes
- LaRose – yes

**Motion carried.**

Jill proposed that the library close on Friday, July 3<sup>rd</sup> in observance of the July 4<sup>th</sup> holiday.

**Motion** by Kim Harrison, seconded by Gloria Zupanci, to approve closing the library on Friday, July 3<sup>rd</sup> in observance of the July 4<sup>th</sup> holiday.

**Roll call:**

- Denué – yes
- Duncan – yes
- Harrison – yes
- Lafikes – yes
- Nabe – yes
- Powell – yes
- Whittaker – yes
- Zupanci – yes
- LaRose – yes

**Motion carried.**

3) *Policy*

None.

4) *Finance*

**Motion** by Chris Lafikes, seconded by Francie Powell, to approve **pre-paid bills** in the amount of \$50,414.41.

**Roll call:**

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

**Motion carried.**

**Motion** by Chris Lafikes, seconded by Kim Harrison, to approve **bills to the City Clerk** in the amount of \$27,686.03.

**Roll call:**

Denué – yes  
Duncan – yes  
Harrison – yes  
Lafikes – yes  
Nabe – yes  
Powell – 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:**

Gary reported:

- Illinois continues to carefully monitor its disbursements during Covid-19.
- Full, system-wide delivery will resume on July 6<sup>th</sup> for those libraries ready to begin receiving material.
- Gary is officially retired from the IHLS board but will continue to relay relevant information to the library board.

**I. ELF Liaison**

Sharon reported:

- The ELF board met once on a Zoom meeting, facilitated by Jacob. They should be meeting again soon.
- Sharon will inform the ELF board that 2-3 volunteers can come back into the building on the 6<sup>th</sup> to work in the book room. Carnegie's will remain closed until further notice.
- An ELF book cart has been positioned near the curbside pickup table and patrons have made donations in a lock box when selecting books.

**J. Library Director's Report**

Jill reported:

- The IPLAR is complete. Jill presented a spreadsheet overview and requested that Bob and Chris sign the document. The IPLAR will be submitted by July 1.
- Cary reported on specific plans to hold a virtual Book Festival this year, and the board agreed that an event in the park is not feasible at this time. The book festival will be promoted online and through social media the first week of September.

**K. Unfinished Business**

**L. New Business**

None.

**M. Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 8:17 pm.