

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, March 27th, 2019
Time: 7:00 pm
Place: Meeting Room

A. Call to Order and Roll Call of Members:

President LaRose called the meeting to order at 7:01 pm.

Members Present:

Gary Denué
Kim Harrison
Chris Lafikes
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Absent:

Pete Fornof
Gloria Zupanci

B. Introduction of Guests:

Director Jill Schardt, Collection Development Coordinator Cary Harvengt, Mayor Patton, Social Media Coordinator Katherine Rose, and ELF President Pat Costigan.

- Pat Costigan is the newly elected ELF President. She came to observe a library board meeting and to share their plans for a new fundraiser: a trivia night at the Moose Lodge on March 28, 2020. She asked the board to let her know if they could recommend any local businesses that might donate prizes.
- Katherine gave an overview of her vision for our social media efforts. She reported on past successes and her focus for improved outreach going forward.
- Mayor Patton shared his annual “State of the City” report. He agreed with Katherine that marketing is a daily group effort for those of us who want to highlight all the City and Library have to offer. He also said that in his tenure as mayor he has never had a complaint about the library.

C. Public Comment: None.

D. Disposition of Regular Meeting Minutes:

Motion by Gary Denué, seconded by Kim Harrison, to approve the minutes of the Wednesday, February 27th, 2019 Board meeting.

Motion carried.

E. Communications:

Jill reported:

- The Library received the FY 2019 per capita grant notification letter. \$33,288.75 has been awarded, and this is the same amount as last year.
- Gateway EITC sent a thank you letter for hosting them for six weeks. They thanked us for our support and “most importantly” wanted to thank Lisa Engelke for her smile and friendly assistance.
- Our new logo has been launched. There was mainly favorable feedback but also some unfavorable feedback, which is about what we had expected.

F. Committee Reports:

1) Facilities

- Jill has three bids for the boiler room. Since the quotes all recommended different equipment, Jill will consult with Modern Wholesale to see what equipment they recommend, and Eric Williams and Matt Taul from Public Works will help Jill write the RFP.
- The elevator lost power with a staff member inside. Thyssenkrupp examined the elevator and found no problems. They recommended having the power supply checked. JF Electric reported that a larger amp breaker would fix the problem, and this work has been scheduled.
- We have asked other companies for bids for our elevator maintenance and have discovered we can save money by entering a new contract.

2) Personnel

Jill and Amanda Tucker met with the student from the Work Experience program at EHS. The tentative plan will be to have him finish out the school year at his current work position at IHLS, then begin shadowing Lorraine once school begins in the fall. This work opportunity is temporary and grant funded.

3) Policy

Jill requested that the board vote on the outstanding portions of the City’s Personnel Code that have yet to be agreed upon before the Library can adopt the full code. The board discussed three separate issues and agreed as follows:

Motion by Bob LaRose, seconded by Sharon Whittaker, to grandfather in existing part time staff to continue receiving their earned vacation until December 31, 2024, with the ability to use any accrued vacation hours until December 31, 2025. Any new part time staff hired May 1, 2019 or after will no longer receive paid vacation as a benefit.

Roll call:

- Gary Denué – yes
- Kim Harrison – yes
- Chris Lafikes – yes
- JoAnn Nabe – no
- Francie Powell – yes
- Sharon Whittaker – yes
- Bob LaRose – yes

Motion carried.

Motion by Gary Denué, seconded by Kim Harrison, to increase full time staff hours from the current 35 hours/week to 40 hours/week beginning May 1, 2019.

Roll call:

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

Motion carried.

Motion by Chris Lafikes, seconded by Kim Harrison, to remove paid breaks of any type for all staff, regardless of status, beginning May 1, 2019.

Roll call:

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

Motion carried.

4) *Finance*

Motion by Gary Denué, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$73,871.72.

Roll call:

Gary Denué – 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 approve the bills to the City Clerk in the amount of \$18,551.32.

Roll call:

Gary Denué – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes

Bob LaRose – yes

Motion carried.

Jill estimates that we will end this fiscal year with a higher excess than usual. The City has been informed that this was the result of conservative spending to save for our upcoming boiler room project, which has now been delayed to the upcoming fiscal year.

5) *Nominating*
None

6) *Executive*
None

7) *Ad Hoc Committees – Strategic Planning*

The board agreed that any action items relating to the building, as a result of the strategic planning process, will be reviewed and approved by the Facility Committee.

G. Illinois Heartland Library System

Gary reported:

- The IHLS board has re-negotiated the Director’s salary terms for five more years.
- A five-year lease has been approved for the Carbondale hub at SIUC.
- Three new databases have been offered to Member libraries at a favorable rate.

H. ELF Liaison

Sharon reported:

- Membership renewals are on par with previous year.
- There will be a member-only trivia hour on April 28th.
- The 2019 board officers have been elected: Pat Costigan, President; Carolyn Stevens, Vice President; and Tracy Layng-Awasthi, Secretary.
- The most recent ELF newsletter has been delivered. Sharon will expand communications by using ELF member emails as a tool for more frequent updates.

I. Library Director’s Report

Jill reported:

- Jill is looking into the possibility of having SIUE Social Work interns spend time at the library to offer assistance to patrons.
- Jill expressed the need for more cameras in the library. Devin Gray explained that camera feeds could be routed directory to Public Works.
- Lois Ladd’s brother brought a flower bouquet to the library so the community could enjoy them.

J. Unfinished Business

None

K. New Business

Jill requested that the board consider expanding library hours as follows: Friday from 9 – 6, and Sunday from 12 – 5. These changes should positively address patron feedback.

Motion by Kim Harrison, seconded by Sharon Whittaker, to expand library hours on Friday and Sunday by one hour each as of May 1, 2019.

Roll call:

Gary Denué – 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 Francie Powell. The meeting was adjourned by President LaRose at 9:39 pm.