

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, November 17, 2021
Time: 7:00 pm
Place: Library

A. Call to Order and Roll Call of Members:

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

Present:

Denué
DeSpain
Duncan
Harrison
Lafikes
LaRose
Whittaker
Zupanci

Absent:

Powell

B. Introduction of Guests:

Library Director Jill Schardt, Library Friend President Tracey Layng-Awasthi

C. Public Comment:

None

D. Disposition of Regular Meeting Minutes:

Motion by Gary Denué, seconded by Jessica DeSpain, to approve the board meeting minutes for October 27, 2021.

Motion carried.

E. Presentation to or Discussion with the Board

None

F. Communications:

A patron called about offensive stickers on book drop and wrote a letter to the editor of the Intelligencer titled "Reader reacts to transphobic incident". A library staff member had reported the stickers to Jill before the phone call, but based on the pictures she had seen of half-peeled off stickers, she thought they could wait until the library's new Facilities Attendant started work. After the phone call, Jill realized the stickers were transphobic in nature, so she called Randy Leitner and he had them removed that same day. Jill called the patron back to follow up.

G. Committee Reports:

1) Facilities

Dave Thomas Design installed our new sign. We have had a favorable response from the Mayor, City Administrator, and the public. The City and Jill will look at the sprinkler heads in that area in spring and change if needed to prevent hard water staining as advised by Dave Thomas.

Remodel Update – Most of the furniture has been delivered, and library staff are very pleased with it. There is a punch list of about 60 open items with Tindall and Bond.

Self-checkout kiosk installation will occur later this week.

Jill discussed the state of the cleaning in the library which has recently been inadequate. She happened to review camera footage and noticed they were not spending long in the building and were not doing all of the items on the list of daily tasks on a daily basis. This was discussed with the cleaning crew and the manager, and a meeting will be scheduled when the remodel project is complete in order to clarify the expectations.

2) Personnel

Our new Facilities Coordinator and Circulation Clerk, Nathanael Dollar and Sam Beach, respectively, started this month.

Jacob and Jill interviewed five candidates (3 external and 2 internal) for the second round of Circulation Manager interviews. They offered the position to an Edwardsville resident, Jim Davis, with many years of managerial and customer service experience. He will start December 20, 2021.

All library staff are invited to the City's Thanksgiving lunch and the Holiday Party at the Moose Lodge. Full-time employees also received a voucher for a turkey. A poll was posted asking part-time staff whether they prefer a meal after the library closes on 12/17 or a gift card from a local restaurant. This will be funded by a generous gift of \$500 from the Library Friends.

3) Policy

The Board discussed the policy drafts. Jill explained that the library has purchased an add-on to the Demco Signup software the library uses called D!BS which will allow patrons to reserve the quiet study rooms via our website.

Motion by Kim Harrison, seconded by Gary Denué, to approve the Quiet Study Room Use Policy.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried.

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve the Meeting Room Public Use Policy.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried.

Motion by Kim Harrison, seconded by Allen Duncan to ratify the City's Resolution 590-07-2021 stating that the library only accepts FOIA requests in writing.

The board discussed ratifying this resolution. There was a conversation about routing these requests through the city, and concerns were vocalized that the document indicates these requests should be directed to the librarian. Correction is needed to refer requests the Library Director, rather than Librarian-Director as listed in the document. Jill will request that the document be corrected.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried

4) *Finance*

Motion by Allen Duncan, seconded by Gary Denué, to approve the November **pre-paid bills** in the amount of \$44,060.29.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried

Motion by Allen Duncan, seconded by Gary Denué, to approve the November **Bills to the City Clerk** in the amount of \$9,374.01.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried

While reviewing the financial statements with the board Jill noted:

- Payroll is \$71k favorable ytd. Jill indicated that she is staffing lighter than budgeted due to the fact that traffic in the library is still down significantly from two years ago.
- An exiting employee received a \$4.4k payout of vacation and sick accruals per the personnel code.
- Year-to-date we have paid Tindall \$527k.

5) *Nominating*

None

6) *Executive*

None

7) *Ad Hoc Committees*

None

H. ELF Liaison

Sharon reported:

A discussion between Jacob, Jill, and Tracy occurred earlier this month on clarifying how funding should be dispensed to the library. The Library Friends approved payment of \$200 for a leaf blower, \$500 for holiday activities or gifts for part-time staff and \$6,000 for the library to spend as they see fit.

Bob expressed the board's appreciation for the ways the Library Friends support the library but reiterated that their funds should only be used for things approved by the library board and director.

Cary designed a bookmark to promote the dates of the Library Friend gift-wrapping fundraiser. These will be inserted in holds that patrons are picking up at the library. The Children's holiday book sale will start later this week in the rotunda.

The book store will be staffed again later this month.

I. Library Director's Report

Jill reported:

On Sunday 10/31 the alarm company called Jill shortly after close and indicated that the motion detector and south door alarms had been triggered. Upon review of camera footage, it appears that staff had inadvertently locked someone in the building at close. A man entered the library at 4:59 and went directly downstairs, to the bathroom we assume. At 5:08 the camera picks him up trying to leave the library after staff had locked up and exited. He exited on his own through the paddle door. We have now changed our closing procedure. We lock inner door at closing time and have a staff person posted at the door to let people out as needed. After the door is locked, staff do the walk-throughs which includes checking restrooms.

Mary Ann Brown passed away and EPL was listed in the obituary. She worked here for 15 years during Susan Lucco's tenure.

J. Unfinished Business

K. New Business

Jill and the board reviewed chapters 7-13 of Serving Our Public 4.0 for the Per Capita Application. They noted things we have accomplished since last year's review and open items still remaining.

Jill presented the Board with two options for replacing our adult reading room tables. Both versions include integrated lighting and power in the table.

Motion by Kim Harrison, seconded by Chris Lafikes to approve the purchase of the 6 Agati Frye Tables with integrated lighting and power. This will also include the installation of repositioned floor outlets, inside delivery, and refurbishment of the existing chairs, pending Jill's due diligence review of the quality of the furniture.

Roll call:

Denué - yes

DeSpain - yes

Duncan - yes

Harrison - yes

Lafikes - yes

Whittaker - yes

Zupanci - yes

LaRose - yes

Motion carried

Adjournment

Motion to adjourn by Gary Denué, seconded by Gloria Zupanci. The meeting was adjourned by Bob Larose at 8:42pm.