

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Monday, November 23, 2020
Time: 7:00 pm
Place: Library and ZOOM

A. Call to Order and Roll Call of Members:

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

Present:

Denue

Duncan

Harrison

Lafikes (*at library*)

LaRose

Nabe

Powell

Whittaker

Zupanci

Absent:

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 Meeting Minutes:

Motion by Gary Denue, seconded by Francie Powell, to approve the board meeting minutes for 10/28/2020.

Roll call

Denue – yes

Duncan – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

Motion by Kim Harrison, seconded by JoAnn Nabe, to approve the Special board meeting minutes for 10/7/2020.

Roll call

Deneu – yes

Duncan – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

Motion by Francie Powell, seconded by JoAnn Nabe, to approve the Executive Session minutes for 10/7/2020.

Roll call

Deneu – 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:

- Jill received a thank you card from an election judge thanking us for providing the polling place and stating that they had a really good day.
- Cary received notification that we were awarded a \$500 PPE grant from the state.
- Jill received notification that we did not receive funding for our Back to Books grant request. “Applicants requested nearly \$2M which significantly exceeded the funds available. For public libraries, priority was given to those that generate the least amount per capita from their local tax levy.”
- A patron wrote a letter of appreciation for Jacob Del Rio’s assistance in teaching her how to use Zoom. She wrote that she finds Jacob to be a tremendous asset to the library.
- The author Margaret George sent Jill an email about the author spotlight post that Jake Shipton wrote for our blog. She appreciated him selecting her books and bringing them to our readers’ attention.

G. Committee Reports:

1) Facilities

- Helitech: As a follow up, the warranty is 1 year on the exterior drain system and 5 years on the sump pump. The City removed our landscaping along the west side of the building and will keep them healthy until the project is completed and they can be replanted.
- Bond Architects, Inc.: Jill displayed the latest floor plan designs for the upper and lower levels. After discussion, the board agreed that they liked the plans as presented but asked that the quiet study areas be modified to include two larger, multi-person work rooms and two smaller rooms vs. the five rooms currently shown in the drawings. These rooms will need to have ceilings and the corresponding HVAC/sprinkler modifications, which are in the current cost estimates. Jill will request a meeting of the Facilities Committee when she receives updated costs estimates for the entire job from Bond.
- Kane installed our glycol feeder today. The feeder will maintain our freeze protection levels, which protects our equipment.
- Alderman Will Krause has proposed an upgrade of the lighting in City Park to a color-changing LED system in order to highlight the library's architectural features and the prominence of the centennial monument. The City is aware that the library is not able to absorb the costs for this project, because we kept our levy flat for next year. The Board agreed that Alderman Krause's proposal would accent our historic building.

2) Personnel

None.

3) Policy

The board discussed the new Security Camera Policy, and Jill informed them that Jeff Berkbigler had reviewed the policy and had no changes or suggestions. The Board agreed to approve.

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the Security Camera Policy.

Roll call

Dene – yes

Duncan – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

4) Finance

Motion by Chris Lafikes, seconded by JoAnn Nabe, to approve the **pre-paid bills** in the amount of \$91,491.51.

Roll call:

Denue – 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 Gary Denue, to approve the **bills to the City Clerk** in the amount of \$27,947.03.

Roll call:

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

Motion carried

While reviewing the financial statements with the board, Jill mentioned the following:

- We received \$29,671.12 from the surplus of funds (2018 taxes paid in 2019) resulting from the closing of TIF 3. We should receive approximately the same amount later this fiscal year from the 2019 taxes collecting in 2020.
- We were cross charged \$676.81 so that every staff member could have a holiday turkey this year. Typically, the City gives turkeys to full time employees only.

5) Nominating

None.

6) Executive

None.

7) Ad Hoc Committees

None.

H. ELF Liaison

Sharon reported:

- Poinsettias have been purchased for library.
- Due to the Covid-19 building closure, the ELFs displays and programs for November and December have been put on hold.
- Library staff on-site are assisting the ELFs by continuing to scan their surplus book supply for online sales.

I. Library Director's Report

Jill reported:

- Jill showed an online news photo of Megan and Kristen at the “Trunk or Treat” event in October, a drive-through family event sponsored by the City Parks Dept., and the YMCA.
- Circulation Stats, comparison: Week one of curbside we had checkouts (excluding renewals) of 1517. This is 54% of a full week in October of 2020, when we were open for browsing visits only, and 41% of the same week in November of 2019. Considering the extraordinary times of Covid, this is a good number. Also, our non-resident card applications continue to exceed expectations.
- The City’s health insurance renewal came in at a 5% increase, vs. the original renewal quote of an 18% increase. The renewal with Cigna was approved by city council.
- The City had the first reading/announcement of the 2020 tax levy estimate in the amount of \$12,445,818, which includes the Library’s request of \$1,502,000.
- We reduced our item quarantine time from seven days to five, based on updated information from IHLS.

J. Unfinished Business

None.

K. New Business

Jill and the Board reviewed “Serving our Public 4.0” plan for the per capita application, chapters 9 – 13.

Reminder: there will be no December board meeting. Kim has volunteered to visit the library to sign monthly bills once the board has approved them via email.

L. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gary Dene. The meeting was adjourned by President LaRose at 8:55 pm.