

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

Date: Monday, November 25, 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:

Kim Harrison  
Chris Lafikes  
Bob LaRose  
JoAnn Nabe  
Francie Powell  
Gloria Zupanci

Absent:

Gary Denué  
Allen Duncan  
Sharon Whittaker

**B. Introduction of Guests:**

Director Jill Schardt, Development & Outreach Librarian Cary Harvengt.

**C. Public Comment:**

None

**D. Disposition of Regular Meeting Minutes:**

**Motion** by Kim Harrison, seconded by Francie Powell, to approve the minutes of the Tuesday, October 29, 2019 Board meeting.

**Motion carried.**

**E. Communications:**

- We received an email from the Edwardsville Community Foundation that their process has been further delayed, and they should be making their grant award decisions over the next few weeks.
- High School teacher Cara Lane sent an email regarding our well-attended teen Poetry Slam: “Thank you so very much for hosting our students and then so thoughtfully and quickly sending this attendance to us. I loved seeing video clips of their performances. The kids had an absolute blast!”

## **Committee Reports:**

### *1) Facilities*

- After our first snowfall we had water leaking from the skylights onto the reading room tables. We had SpecPro come and look, and they said we have trouble with the overlap in the panels and the flashing. They have submitted a report of findings with pictures, and these will be reviewed with Matt Taul and the Facilities Committee.
- Kane Boiler Project: The custom air handler was damaged during shipping, so Kane had to refuse delivery. We are not sure when this part will be ready for installation. We are also waiting for the electrician to finish and for the controls to be installed. We hope to have an update on timing soon.
- Bond Architects: We are discussing the findings of the Intertek report, especially regarding the water seepage in the west wall of the lower level. We also asked how they recommend prioritizing the items listed in their report based on a limited budget. Matt Taul will continue to review and advise as we proceed.
- The structural engineer was out to ascertain which walls and columns are load-bearing. We expect his report soon.
- Jill is working on an application for the Live & Learn Construction grant, due Jan 10, 2020, with the assistance of Bond. A 50/50 cost share project is required, and the architect is suggesting we use the teen space as the requested project. This is a good option because we can make a strong case for the need based on the change in the way patrons are using the library.

### *2) Personnel*

- Three admin. staff attended City Conflict Resolution Training.
- Chris Palmer has new assistants bringing him to his library shift, and his demeanor has brightened quite considerably. We are gratified that he feels more positive and outgoing at the library.

### *3) Policy*

None.

### *4) Finance*

**Motion** by Kim Harrison, seconded by Gloria Zupanci, to approve the pre-paid bills in the amount of \$94,434.58.

#### **Roll call:**

Kim Harrison – yes

Chris Lafikes – yes

JoAnn Nabe – yes

Francie Powell – yes

Gloria Zupanci – yes

Bob LaRose – yes

**Motion carried.**

**Motion** by Kim Harrison, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$19,908.42.

**Roll call:**

Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

**Levy change discussion/approval**

The Board approved a tax levy of \$1,370,000 for the 2020-2021 fiscal year at the October board meeting. This was a \$20k, or 1.5%, increase over the 2019-2020 levy of \$1,350,000. The City has decided to move the library's IMRF and payroll taxes from their levy to ours. As a result, we need to increase our levy by \$132k, of which \$70k is IMRF and \$62k is payroll taxes. This results in a restated levy request of \$1,502,000.

**Motion** by Kim Harrison, seconded by Francie Powell, to ratify the City's request to increase the FY 2020-2021 tax levy to \$1,502,000.

**Roll call:**

Kim Harrison – yes  
Chris Lafikes – yes  
JoAnn Nabe – yes  
Francie Powell – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

5) *Nominating*  
None

6) *Executive*  
None

7) *Ad Hoc Committees*  
None

**F. Illinois Heartland Library System**

Jill reported that the annual SHARE fees will increase by 7.5%, going from \$14.1k to \$15.2k.

**G. ELF Liaison**

Jill reported that the Library Friends have received the articles of incorporation from the State of Illinois. Next they will file for their EIN then submit the 501c3 paperwork. Marilyn Wolfe,

Treasurer, has taken a leave of absence from the Board for medical reasons. Pat Costigan, President, will temporarily take on the Treasurer role until the next election.

### **Library Director's Report**

Jill reported:

- The library program featuring Opera Edwardsville and SIUE students was held at the Wildey. We had a great turnout and hope to be able to use the Wildey for certain events in the future.
- December 3<sup>rd</sup> will be the first meeting of our Community Resource Advisory Group. There has been quite a bit of interest by local groups and individuals, so she has invited Hayner and Six Mile library districts to attend. This advisory group will assist in creating a community structure of resources in preparation for our social work intern, who will serve as an extension of our reference services with more advocacy.
- Library Marketing & Communication Conference: One take-away was to use maps as a possible way to utilize more targeted patron outreach, to engage with areas of the community we may not be reaching.
- Our 3D people counter was installed last fall and now we can analyze our library visitor numbers more accurately. September 2018 vs 2019, our average visitors per day went from 409 to 444, and the October daily average went from 381 to 408.

### **H. Unfinished Business**

None

### **I. New Business**

None.

### **J. Presentation to or Discussion with the Board**

None.

### **K. Adjournment**

**Motion** to adjourn the regular meeting by Kim Harrison, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 9:00 pm.