

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

Date: Wednesday, November 28, 2018  
Time: 7:00 pm  
Place: Meeting Room

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

President Bob LaRose called the regular board meeting to order at 7:04 pm.

Members Present:

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

Absent:

Gary Denué  
Sharon Whittaker

**B. Introduction of Guests:**

Library Director, Jill Schardt; Collection Development Coordinator, Cary Harvengt

**C. Public Comment:**

None.

**D. Disposition of Minutes:**

**Motion** by Gloria Zupanci, seconded by JoAnn Nabe, to approve the board meeting minutes for October 29, 2018.

**Motion carried.**

**E. Communications:**

Jill reported that there have been positive comments on Facebook regarding our new library parking spaces. The few negative comments reflected the general problem with parking in downtown Edwardsville.

**F. Committee Reports:**

*1) Facilities*

Jill reported ongoing issues with the heat in the building. Kane explained that we only have one functioning boiler, and they recommend a second boiler be installed along with a new control panel. Jill will report back when she gets bids.

Ameren Illinois was offering a rebate to schools and libraries to replace 4-foot fluorescent light bulbs with high efficiency 4-foot LED lamps at zero cost. The work was completed, and the estimated annual savings should be \$2.4k. The cost absorbed by Ameren was \$5k.

Jill reported that Joe Hutton will provide us with a few suggestions for companies to waterproof the west wall foundation. She spoke with Bob Pfeiffer, and he said early spring would be fine but we should give him a heads up on the exact timing.

2) *Personnel*

Page Candice Gaston has resigned her position to work at another job more related to her field of study.

Robin Bozark, the Adult Services Assistant, has resigned to devote more time to her expanded full-time position at another employer.

Jacob Del Rio is on leave.

3) *Policy*

Jill reported that the adopting the City personnel code is still dependent on finalizing vacation benefit details. The Board agreed to re-visit this topic in January after the new City Administrator can be updated on previous conversations.

4) *Finance*

**Motion** by Kim Harrison, seconded by Pete Fornof, to approve the pre-paid bills in the amount of \$93,473.61.

**Roll call:**

Pete Fornof – yes  
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 Pete Fornof, to approve the bills to the City Clerk in the amount of \$25,131.56.

**Roll call:**

Pete Fornof – yes  
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 – Strategic Planning*

Jill reported that the entire library staff met in groups and proposed their actionable items based on our Goals, Values, and Vision. The administrative team will meet to narrow the best topics to present to Gary, and then to the full board.

**G. Illinois Heartland Library System:**

None.

**H. ELF Liaison**

Jill reported that the ELF president has resigned.

**I. Library Director’s Report:**

Jill reported:

- The Halloween parade was a success and a learning experience. The costs for staffing, supplies, and participation fees cost \$2,500, \$600 of which was funded by the ELFs. The board agreed that participation in the annual Halloween parade is a beneficial form of outreach, and we should budget for it next year and request additional financial support from the ELFs.
- The new website is about ready to launch. We are waiting a bit longer to see if we have a new logo and branding in place first. We plan to launch mid-December, regardless.
- PC Reservation has been isolated on its own server, and we will upgrade to the most current version of the software once it is stable. Jill will meet with Jeanne and Devin to discuss the IT cross charge.
- We still need tax prep volunteers for our Gateway EITC tax assistance, but we do have a site coordinator in place.
- We will not be able to become a Passport Acceptance Facility right now because they are not currently adding new facilities. They have, however, added us to a wait list and noted that we offer evening and weekend hours.
- Jill handed out a summary of the Trustee Per Capita Review of chapters 6-10. Jill mentioned we should consider adding more clarification to our confidentiality policy so the steps for responding to requests for information from law enforcement officers are clear. She also recommended that she and Devin Gray work on a technology plan addressing phones, computers and the library’s wifi. Jill will send links for two other IPLAR Trustee requirements in December, which can be completed online.

**J. Unfinished Business:**

None.

**K. New Business**

Jill re-visited options for library newsletter distribution that are in keeping with changing trends in information sharing formats. The board agreed that we could discontinue large print mailings in favor of website PDF access and distribution of small, in-house print runs to several high-traffic locations in town. We will also keep printed copies in the library for pickup. We will notify patrons of this change in our final mailed newsletter and social media. Funds saved may be re-allocated to new methods of sharing the newsletter via social media or online.

Jill reported that it may be beneficial to reach out to several ELF's to help facilitate the election of a new president, and she will discuss the vote for a new ELF board president with some long term ELF members.

**L. Presentation to Board**

None.

**M. Adjournment**

Motion to adjourn by Kim Harrison, seconded by Chris Lafikes. The meeting was adjourned by President LaRose at 9:08 pm.