

MINUTES FOR THE BOARD OF TRUSTEES
of the Edwardsville Public Library
Wednesday, November 29, 2023, 7:00 p.m.
at the Edwardsville Public Library

Call to Order and Roll Call of Members

7:00 p.m.

Board members present:

Robert LaRose, President
Jessica DeSpain, Vice President
Kim Harrison, Secretary
Gary Denué
Michael McLean
Rob Nunn
Jamie Pence

Board members absent:

Francie Powell
Ryan Jumper

Introduction of Staff and Guests

Staff: Diana Brawley Sussman, Director
Guests: None

Public Comment

None.

Disposition of Regular Meeting Minutes

1. Approval of October 25, 2023 Board meeting minutes. Michael McLean moved to accept the minutes. Jamie Pence seconded. MOTION passed unanimously.

Communications

None.

Presentation to or discussion with the Board

1. **Committee Reports**

1. Finance

- I. Approve Prepaid Bills and Bills to City Clerk. Rob Nunn moved to approve bills to City Clerk. Kim Harrison seconded. Roll was called. MOTION passed unanimously. The Board asked why the library pays \$120 for Hawkeye irrigation systems. The Director will look into it. Rob Nunn moved to pay prepaid bills. Kim Harrison seconded. The Board noted that they appreciate the parenthetical information provided about the nature of each bill. Roll was called. MOTION passed unanimously.
 - II. Review financial statements. Expenses and revenue are right where they should be at this time of year.
 - III. Advanced payment to Midwest Tape to replenish Hoopla account. \$14,000 would cover our account through the remainder of the fiscal year. The Board decided to put \$7,000 toward Hoopla at this time.
2. Facilities. Reviewed the expenses for the meeting room remodel. The roof has been repaired, and the patched area only needs to be painted now. We have a few minor plumbing issues to be repaired.
3. Personnel. We have experienced a lot of turnover. Greg Gundren moved from Circulation to Adult Services to replace Sam Beach (who left for full-time work). Circulation Clerk Courtney Hatchell resigned in order to take a full-time job. Circulation Clerk Patrick LeBlanc is in the military and will deploy in December. Maintenance assistant Kayci Lueker resigned to take more hours at another job; we are experimenting with dolling out her duties among the existing staff. Evan Evans has been moved to full-time Senior Circulation

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Clerk. We will be hiring additional part-time Circulation staff. There are at least four part-time employees who would prefer to work full-time.

4. Policy. Nothing to report.
5. Nominating. Nothing to report.
6. Executive
 - I. Set 2024 Board Meeting dates. The Board discussed changing from the last Wednesday of each month to the first Wednesday in order to decrease the time between the Library Board's approval of bills and the City Council's approval. They also discussed meeting at an earlier time. Michael McLean moved to set the 2024 Library Board meeting schedule at the first Wednesday of each month at 6:30 p.m. Jessica DeSpain seconded. MOTION passed unanimously.
7. Ad Hoc Committees. Nothing to report.

ELF Liaison

The Director reported that the ELF's have been great to work with and have agreed to cover all requested program and staff development expenses.

Library Director's Report

- I. Per Capita Grant Requirement: Discuss chapters 9-13 of Serving Our Public 4.0 Standards for Illinois Public Libraries. Tabled.
- II. Study rooms. Discussed keying the meeting rooms in order to reduce confusion and conflict surrounding use and reservations.
- III. Other. We are moving to Amazon invoicing (instead of paying by credit card). We will be getting the Miriam McKinney murals appraised for insurance purposes; no addition cost is anticipated.

Unfinished Business

None.

New Business

None.

Adjournment

Rob Nunn moved to adjourn. Kim Harrison seconded. Adjourned at 8:02 p.m.

Respectfully submitted:

Kim Harrison, Secretary

Prepared by: Diana Brawley Sussman, Library Director

Board Meetings for 2023. All meetings will take place on the last Wednesday of the month at 7:00 p.m. at the library: January 25, February 22, March 29, April 26, May 31, June 28, July 26, August 30, September 27, October 25, November 29, 2023 (no meeting in December).