

**MINUTES OF THE BOARD OF TRUSTEES**  
of the Edwardsville Public Library will meet on  
Wednesday, October 25, 2023 at 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  
Gary Denué  
Ryan Jumper  
Michael McLean  
Rob Nunn  
Francie Powell

**Board members absent:**

Kim Harrison, Secretary  
Jamie Pence

**Introduction of Staff and Guests**

Staff: Diana Brawley Sussman, Director; Kristi Huneke, Accountant  
Guests: None

**Public Comment**

None.

**Disposition of Regular Meeting Minutes**

1. Approval of September 27, 2023 Board meeting minutes. Gary Denué moved to accept the minutes. Francie Powell seconded. MOTION passed unanimously.

**Communications**

Communications included property tax review requests and a thank you card from high school teacher Cara Lane whose students toured the library.

**Presentation to or discussion with the Board**

Kristi Huneke explained the bill approval process. Bills approved by the Board tonight will not really be paid until November 22<sup>nd</sup> after the Finance Committee and then the City Council have approved them. This works for bills that are due 30-60 days after the Library Board meeting, and for regular vendors who are used to our process. We also do Friday checks for bills that are due in a more timely manner. Discussed purchasing cards, which will replace credit cards. The Board hopes that the change will result in more viewable details regarding card purchases.

1. **Committee Reports**

1. Finance

- I. Approve Prepaid Bills and Bills to City Clerk Rob Nunn moved to approve bills to the City Clerk in the amount of \$13,055.50. Gary Denué seconded. Rob Nunn moved to approve pre-paid bills in the amount of \$99,291.27. Gary Denué seconded. Roll was called for each motion. Both MOTIONS passed unanimously.
- II. Reviewed financial statements.
- III. Discussed the Fiscal Year 2024-2025 Tax Levy Request. The Director presented multiple preliminary budget scenarios. The Board came to the consensus that the Director should create a final budget that includes her recommendations regarding personnel increases and adjustments, while reducing the budget for expenses related to building maintenance, as those expenses could be covered by the

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library's reserve fund if necessary. While a balanced budget covering all projected expenses and expected revenue would have required a \$70,000 increase to the levy, the Board wished to keep the library's levy increase as low as possible in the hope that the library's tax rate would go down, rather than up. Rob Nunn made a motion to increase the levy by \$50,000, for a total levy of \$1,623,000.00 (an increase of 3.17864%). Ryan Jumper seconded. Roll was called. MOTION passed unanimously.

2. Facilities. We are still waiting for the corner of the roof to be repaired. Berko's sheet metal subcontractor pulled out of the project.
3. Personnel. Adult Services Assistant Sam Beach has resigned in order to take a full-time position at another public library. Sam is highly skilled with technology, and exceptionally good with patrons. He will be missed.
4. Policy. The Director is still working on investigating technical solutions for saving each patron's work between Internet use sessions while still guarding their privacy, or at least alerting patrons to the risk of losing their work in a better manner.
5. Nominating. None.
6. Executive. None.
7. Ad Hoc Committees. None.

**ELF Liaison**

The ELF's donated \$1,000 for the library's parade-related expenses.

**Library Director's Report**

1. Per Capita Grant Requirement: Discussed chapters 4-8 of Serving Our Public 4.0 Standards for Illinois Public Libraries. The Board feels that the library is meeting standards.
2. New patron packets: The Director shared the packets with the Board. They come with an EPL book-clip. They are colorful, easily editable, and focused on marketing services. They are more affordable and use less paper than previous packets.
3. The Troy Taylor event at the Wildey was a huge success. All 330 seats were filled. One couple drove from Oklahoma City to attend! Kudos to Adult Services Assistant Kelcey Stewart! The venue was her idea, she made all contacts with Troy Taylor, and took the lead on the program.
4. There has been a great deal of community outreach this month with a library presence at local events and community meetings as well as school visits directly reaching hundreds of students.

**Unfinished Business**

None.

**New Business**

1. Consider early closure for Halloween parade. Jessica DeSpain moved to close the library at 4:00 p.m. on Halloween. Francie Powell seconded. MOTION passed unanimously.

**Adjournment**

Rob Nunn moved to adjourn at 8:32 p.m.. Michael McLean seconded.

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).