

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Tuesday, October 29, 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:

Allen Duncan
Kim Harrison
Chris Lafikes
Bob LaRose
Francie Powell
Sharon Whittaker
Gloria Zupanci

Absent:

Gary Denué
JoAnn Nabe

The Board welcomed new trustee Dr. Allen Duncan, Jr., who was appointed by Mayor Patton on October 15, 2019. We are all so pleased that he agreed to serve on the library board.

B. Introduction of Guests:

Director Jill Schardt, Development & Outreach Librarian Cary Harvengt, and SIUE journalism student Jacob Hale, observing.

C. Public Comment:

None

D. Disposition of Regular Meeting Minutes:

Motion by Gloria Zupanci, seconded by Francie Powell, to approve the minutes of the Wednesday, September 25th, 2019 Board meeting.

Motion carried.

E. Communications:

- We received a grant check for \$1,750 from the Junior Service Club for Mental Health First Aid for all 30 staff members. In lieu of an onsite check presentation, they have asked us to attend their first JSC Gratitude Breakfast at the Meyer YMCA on 12/6/19.
- Main Street Community Center sent a thank you letter for our participation in their Big Wheels Deliver Meals campaign in September.
- The Edwardsville Arts Center sent a thank you card for the library's contribution to their mystery box fundraiser.

- The Edwardsville Community Foundation was planning to announce their grant awards before the end of October, but they have informed us that it may be mid- November before we hear anything.

F. Committee Reports:

1) Facilities

- Kane is working on the boiler room project. As expected, they found some additional work that needs to be done. Jill approved an additional cost of \$3.7k for replacement of a triple-duty valve that was rusted through. Matt Taul confirmed that the cost of the parts looked reasonable, and waiting would have slowed down the project. We hope to have heat later this week.
- Bond Architects: Intertek PSI, the water infiltration experts, did a four-hour review of the building as part of our contract with Bond. We received their written report which confirmed things we already suspected/knew. Matt Taul and Jill are reviewing this report and will then combine their questions for Intertek. Next step will be the structural engineer.

2) Personnel

- All staff attended mandatory City fire extinguisher training.
- Newly-hired page, Janet Novosad, resigned. We have hired Deniz Demirer, and she started today. She will work an average of 10 hours per week, starting with Thursday mornings and two weekends.
- After several conversations between Jill, Amanda Tucker, and Mr. and Mrs. Palmer, it has been decided that any discussions regarding employee Chris Palmer's workplace accommodations will take place directly between the Library/City and the Palmers. The Palmers have the relationship with Trinity and will communicate information between Trinity and the library as needed.
- Callum Plunk, the student from the EHS Life Skills vocational program, has continued to become comfortable with his work routine, and we are pleased with his progress and accuracy.

3) Policy

Five new library policy updates/drafts, which were reviewed and approved by the policy committee, were discussed:

1. Library Code of Conduct
2. Bulletin Board Policy
3. Meeting Room Policy
4. Collection Policy
5. Reference and Readers' Advisory Policy

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve five library policy updates as discussed.

Roll call:

Allen Duncan – yes
 Kim Harrison – yes
 Chris Lafikes – yes
 Francie Powell – yes

Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes
Motion carried.

4) *Finance*

Motion by Sharon Whittaker, seconded by Francie Powell, to approve the pre-paid bills in the amount of \$109,408.06.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

Motion by Sharon Whittaker, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$29,474.74.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

The tax levy for FY 2020-2021 was discussed and the board agreed to request that the levy be set at \$1,370,000.

Motion by Kim Harrison, seconded by Gloria Zupanci, to request that the 2020-2021 tax levy be set at \$1,370,000.

Roll call:

Allen Duncan – yes
Kim Harrison – yes
Chris Lafikes – yes
Francie Powell – yes
Sharon Whittaker – yes
Gloria Zupanci – yes
Bob LaRose – yes

Motion carried.

5) *Nominating*

None

6) *Executive*
None

7) *Ad Hoc Committees*
None

G. Illinois Heartland Library System

None

H. ELF Liaison

Sharon reported:

- An ELF newsletter will be sent out soon.
- The ELFs are preparing books for their annual children's book sale.
- The holiday gift wrapping fundraiser will take place again this year.
- Holiday donation collection boxes: November, Food Pantry; December, Humane Society.
- The 501c3 application process is still underway.

I. Library Director's Report

Jill reported:

- The library program featuring Opera Edwardsville and SIUE students has been moved to the Wildey Theater because we currently have 139 people registered. Patrons are being called and will receive an email notification about the venue change.
- The City received a \$2.5 M grant for the \$8M indoor ice rink/recreation center project. Jill hopes to be included in the planning meeting tentatively scheduled for December 3rd to discuss the educational aspects the City has outlined for the teen center.
- Chris agreed to complete the trustee participation portion of the annual per capita grant application.

J. Unfinished Business

None

K. New Business

The library has received grant funds from the Junior Service Club for all staff members to receive 8 hours of mental health first aid training.

Motion by Kim Harrison, seconded by Francie Powell, to close the library on Friday, January 31, 2020 for staff training.

Roll call:

Allen Duncan – yes

Kim Harrison – yes

Chris Lafikes – yes

Francie Powell – yes

Sharon Whittaker – yes

Gloria Zupanci – yes

Bob LaRose – yes

Motion carried.

L. Presentation to or Discussion with the Board

None

M. Adjournment

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by Francie Powell. The meeting was adjourned by President LaRose at 9:03 pm.