

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

Date: Wednesday, September 25<sup>th</sup>, 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 7:00 pm.

Members Present:

Gary Denué  
Kim Harrison  
Chris Lafikes  
Bob LaRose  
Francie Powell  
Sharon Whittaker  
Gloria Zupanci

Absent:

JoAnn Nabe

Bob LaRose asked for a moment of silence to pay tribute to Pete Fornof, who passed away on September 7<sup>th</sup>. Pete generously shared his time and talents with this community, and he served as a dedicated and valuable member of the Library Board of Trustees for over 20 years. He will be truly missed.

**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 Chris Lafikes, to approve the minutes of the Wednesday, August 28<sup>th</sup>, 2019 Board meeting.

**Motion carried.**

**E. Communications:**

- The American Red Cross collected 13 units of blood during their recent blood drive at the library.
- Tammi Beck, a local children's book illustrator, sent a card thanking the library for the "lovely book festival."
- The per capita check has been received in the amount of \$33,288.75.

## F. Committee Reports:

### 1) *Facilities*

- As part of our contract, Bond Architects arranged for Intertek PSI (water infiltration experts), to undertake a four-hour review and analysis of our building. Jill expects a report soon. Bond representatives also presented two scenarios for upper and lower floorplans that the administrative team is going over. Once floor plans have been agreed upon, Jill will present them to the Facilities Committee for review. Bond will then prepare cost estimates to facilitate the next steps in the process.
- Kane plans to start the boiler project in October.

### 2) *Personnel*

- Our new page, Janet Novosad, has started and will average 10 hours per week.
- Two new circulation clerks have been hired:
  - Samantha Lego, who will also support youth programming.
  - Nathanael Dollar, who also works as an adjunct anthropology professor at Lewis and Clark.
- Callum Plunk, the student from the EHS Life Skills Vocational Program, has completed his second week of work at the library and is becoming familiar with the library.
- The City has announced that Bob Pfeiffer, Director of the City Parks Department, will retire at the end of December.

### 3) *Policy*

Jill, Cary, and Amanda will have proposed library-specific policy updates for the Policy Committee to review soon.

### 4) *Finance*

**Motion** by Kim Harrison, seconded by Francie Powell, to approve the pre-paid bills in the amount of \$75,729.92.

#### **Roll call:**

Gary Denué – yes  
Kim Harrison – yes  
Chris Lafikes – yes  
Francie Powell – yes  
Sharon Whittaker – yes  
Gloria Zupanci – yes  
Bob LaRose – yes

**Motion carried.**

**Motion** by Kim Harrison, seconded by Francie Powell, to approve the bills to the City Clerk in the amount of \$17,732.21.

**Roll call:**

- Gary Denué – 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**

Gary reported:

- Per capita checks have been released.
- The IL 2019 payment to IHLS has been released.
- The Federal 2020 payment to IHLS has been received.
- Next year’s per capita grant applications will be due on January 15, 2020.
- The annual auditor’s review of IHLS recommended hiring a full time CPA or CFO, but this position would be cost-prohibitive. IHLS already has a financial committee in place who effectively maintain and prepare reports and records.
- IHLS will be requesting that libraries and trustees sign a resolution to halt book publisher Macmillan’s proposed terms for their e-book licensing agreement with libraries. The proposed agreement would negatively affect our abilities to provide popular Macmillan digital titles to our patrons.

Jill added that she received an email asking for opinions from directors on an increase in SHARE fees. Edwardsville’s fees would increase 7.8%.

**H. ELF Liaison**

Sharon reported the following:

- The ELFs approved \$560 for a staff holiday party and \$400 for candy for the Halloween parade.
- They earned approximately \$800 from book sales at the Book Festival.
- There are currently 99 ELF members.

Jill reported that she and Pat Costigan have agreed to postpone the trivia night fundraiser to later in 2020.

**I. Library Director’s Report**

Jill reported:

- We’ve had a busy month with the Book Festival and helping out with the MCHS’s Chautauqua Living History event in City Park. Both events were successful.
- Jill has received support and enthusiasm for getting our “Stories on the Move” books in school buses project up and running. We have purchased 500 books to get started, and IDOT is working with District 7 to approve book bins for K-5<sup>th</sup> grade bus routes. Books will have identifying stickers on them with a logo designed by Jim Harper at no cost.
- Jill will be applying for a grant to fund a social work intern from SIUE, who will be supervised by a licensed social worker. We hope this service, once in place, will provide a bridge between patrons in need and the best information and resources to assist them.

**J. Unfinished Business**

None

**K. New Business**

Jill asked the board to consider an early library closing of 5:00 pm on Thursday, October 31<sup>st</sup> so library staff can participate in the annual Halloween parade. The board agreed.

**Motion** by Gary Denu, seconded by Sharon Whittaker, to close the library at 5:00 pm on Thursday, October 31<sup>st</sup>.

**Motion carried.**

The October board meeting will be re-scheduled for Tuesday, October 29<sup>th</sup> at 7:00 pm due to the Halloween activities in town. The meeting will be held in the conference room.

**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 8:37 pm.