

THE BOARD OF TRUSTEES
of the Edwardsville Public Library will meet on
Wednesday, September 27, 2023 at 7:00 p.m.
at the Edwardsville Public Library

MINUTES

Call to Order and Roll Call of Members

Vice President Jessica DeSpain called the meeting to order at 7:00 p.m.

Board Members Present:

Jessica DeSpain, Vice President

Kim Harrison, Secretary

Gary Denué

Ryan Jumper

Jamie Pence

Francie Powell

Board Members Absent:

Robert LaRose, President

Michael McLean

Rob Nunn

Staff Present:

Diana Brawley Sussman, Library Director

Guests Present:

None

Public Comment

None

Disposition of Regular Meeting Minutes

1. Approval of August 30, 2023 Board meeting minutes. Kim Harrison moved to approve the minutes. Gary Denué seconded. MOTION passed unanimously.

Communications

None

Presentation to or discussion with the Board

None

Committee Reports

1. Facilities

I. Roof repair. The roof repair is scheduled for October.

II. Approval of purchase of new phone system. Francie Powell moved to approve the purchase. Jamie Pence seconded. Roll was called. MOTION passed unanimously.

III. Alarm system. The city should be able to use our existing equipment to notify first responders directly, but we may need upgrades in the future.

IV. Meeting room remodel. The project is substantially completed with a few small details remaining.

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2. Personnel

Nothing to report.

3. Policy

- I. Computer and Internet Acceptable Use Policy. The Board approved of the policy revision apart from the paragraph suggesting a nightly reboot, rather than a reboot when each patron's session expires. The reboot logs out of all sites and erases anything the patron has not saved to an external source. This protects patron privacy, but also frustrates patrons who lose their work when their session expires. The Board asked whether the technology might provide some middle-ground solution. Jamie Pence made a motion to approve the policy without the paragraph about rebooting. Jessica DeSpain seconded. Roll was called. MOTION passed unanimously.
- II. Adoption of specific legally required fee exemptions for nonresident cards. Ryan Jumper moved to adopt the language. Francie Powell seconded. Roll was called. MOTION passed unanimously.
- III. Discussed vacation leave for grandfathered-in part-time employees in light of the Paid Leave for All Workers Act. We need to clarify that those employees will accrue one type of leave *or* the other (rather than both). The new law will not add additional time for those three employees. The Board asked the Director to consult with the City Attorney about how to word this clarification.

4. Finance

- I. Approve Prepaid Bills and Bills to City Clerk. Gary Denué moved to approve the prepaid bills totaling \$94,198.45. Jamie Pence seconded. Gary Denué moved to approve bills to the city clerk totaling \$64,371.53. Kim Harrison seconded. Roll was called on each motion. Both MOTIONS passed unanimously. The Director will ask the library's accountant Kristi Huneke to attend an upcoming Board meeting to discuss the bill-pay process.
- II. Reviewed financial statements.

5. Nominating Committee

Nothing to report

6. Executive

Nothing to report

7. Ad Hoc Committees

Nothing to report

ELF Liaison

The Library Director was unable to attend the September ELF meeting.

Library Director's Report

1. Per Capita Grant Requirement: Discuss chapters 1-3 of Serving Our Public 4.0 Standards for Illinois Public Libraries. The Board feels that the library is doing a good job of meeting or exceeding these basic standards. They felt that we could look at our strategic plan again, as we have a new

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Director. Gary Denué has a lot of working documents he can share from the last strategic planning process.

2. New patron packets. The administrative staff are collaborating on new patron packets that can also be used for outreach. The packets will save paper and money, and will focus on marketing the library's collections and services.

3. Halloween parade. The library will participate as a living manifestation of the children's book *Sheep in a Jeep*.

4. Electronic access cards for Edwardsville and District 7 schools for teachers to use with student instruction. We have had requests from teachers for this access so that they can teach students to use our databases for research. We are experimenting with a few teachers to make sure there are no technical glitches. We have looked at our database agreements and Illinois library law and found no restrictions against this. The Board voiced no objection.

5. Collection management. The Director discussed the genealogy collection, shelving issues, and some potential digitization projects.

Unfinished Business

None.

New Business

1. Signed Intergovernmental Agreement with Edwardsville Public School District #7

Adjournment

Kim Harrison moved to adjourn. Jamie Pence seconded. Adjourned at 8:45pm

Respectfully submitted:

Kim Harrison, Secretary

Prepared by: Diana Brawley Sussman, Library Director

If prospective attendees require an interpreter or other access accommodation, please contact the Edwardsville Public Library Director at 618-692-7556 ext. 8 no later than 48 hours prior to the commencement of the meeting to arrange the accommodations.

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).