

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, September 30, 2020
Time: 7:00 pm
Place: Library and ZOOM

A. Call to Order and Roll Call of Members:

Bob LaRose called the meeting to order at 7:01 pm.

Present:

Duncan
Lafikes
LaRose (*at library*)
Nabe
Powell
Whittaker
Zupanci

Absent:

Denué
Harrison

Bob LaRose stated “As the Board President I am determining that an in-person meeting is not practical or prudent because of the statewide COVID-19 disaster. This meeting is being recorded.”

B. Introduction of Guests:

Library Director Jill Schardt (*at library*); Development & Outreach Librarian Cary Harvengt (*at library*).

C. Public Comment:

None.

D. Disposition of Regular Meeting Minutes:

Motion by JoAnn Nabe, seconded by Sharon Whittaker, to approve the board meeting minutes for 8/26/2020.

Roll call

Duncan – yes
Lafikes – yes
Nabe – yes
Powell – yes
Whittaker – yes
Zupanci – yes
LaRose – yes

Motion carried

E. Presentation to or Discussion with the Board

None.

F. Communications:

Jill received a letter from Schwab Charitable presenting a grant of \$5k to the library in memory of Alice L. Murray, a former volunteer for the Library Friends.

G. Committee Reports:

1) Facilities

- Jill is still waiting to hear back from Bond Architects about whether they were able to get approval for an exception from the State of Illinois for the 12 toilets/12 sinks requirement. They believe that the State will grant an exception, because we are making substantial improvements and improving accessibility. They gave Jill an estimate of 8 weeks for completion of the spec books.
- Kane stated they are currently treating our recent leak/flooding in the boiler room as a warranty event but stated that all the parameters ControlCo initially programmed are gone. GRP said they did not alter or delete parameters when they turned on our A/C and added the glycol to the system. Kane has spent four days correcting the issues, but Modern Wholesale confirmed there does not seem to be any damage to the boilers.

2) Personnel

- New Accounting Clerk, Teronika Chapman, started on 9/21/2020.
- There are no staff members currently on COVID leave. YTD through 9/19/2020, we have had 257 hours, or \$4.8k, of missed work paid under COVID leave.
- Staff member Lorraine Levy fell outside on the sidewalk while on a break. She sustained injuries to her nose and mouth, but we are very happy to report that she recovered quickly.
- YTD, we have paid \$25k in unemployment to the State for the majority of our costs (through Q2). Some employee issues have been resolved since then, and others are still pending, so we will see more costs but Jill does not expect the number to exceed \$5k.

3) Policy

None.

4) Finance

Motion by Bob LaRose, seconded by JoAnn Nabe, to approve the pre-paid bills in the amount of \$124,282.70.

Roll call:

- Duncan – yes
- Lafikes – yes
- Nabe – yes
- Powell – yes
- Whittaker – yes
- Zupanci – yes

LaRose – yes

Motion carried

Motion by Bob LaRose, seconded by JoAnn Nabe, to approve the bills to the City Clerk in the amount of \$30,741.07.

Roll call:

Duncan – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

Motion carried

While reviewing the financial statements with the board, Jill mentioned the following:

- Hoopla will issue us a credit of \$2,022.61 on next month's invoice for unapproved usage by other libraries' patrons. The technical issue that allowed this access has been corrected.
- We received our Per Capita Grant check for 2020 in the amount of \$33,288.75.

5) *Nominating*

None.

6) *Executive*

None.

7) *Ad Hoc Committees*

None.

H. Illinois Heartland Library System

Jill reported that IHLS and RAILS have extended their quarantine of materials to 7 days based on the latest results of the REALM (REopening Archives, Libraries, and Museums) study. We are following their recommendation and are quarantining all material for 7 days before checking it in.

I. ELF Liaison

Sharon reported:

- The old ELF book room will continue to be used for overflow storage until the lower level remodel begins.
- The ELFs donated \$400 for candy for the City's drive thru trick or treat at Plummer Family Park.
- The ELF board voted to accept a \$250 donation from the Ministerial Alliance to be used at the discretion of library administrative staff for patrons in need.

- ELF membership is down by approximately 30 members from this time last year, but total membership fees collected is near previous levels due to higher membership contribution choices.
- Expenses have slightly exceeded income due to lower building traffic, but the September deposit was \$485, mainly driven by the Children’s book sale.

J. Library Director’s Report

Jill reported:

- Jill reminded the board that the tax levy is set at the October board meeting, and she will be sending the Finance Committee her recommendations before the next board meeting.
- Jill gave a summary of the City’s Race Relations Survey results. Relative to other City entities, the library rated well in regards to services provided.
- Jill applied for the IL State “Back to Books” grant. This grant gives priority to libraries with a tax levy per capita of less than \$15.00, but there may be leftover funds that could be used for a social justice book club and speaker series.
- Cary summarized the elements of the 2020 Virtual Edwardsville Book Festival, which can be accessed online by patrons through October 9th.

K. Unfinished Business

None.

L. New Business

Jill reviewed chapters 1 – 4 of the “Serving our Public 4.0” with the board, including Q&A and discussion, for Per Capita Grant application compliance.

Jill reviewed hourly door count numbers with the board, and they discussed that COVID has greatly impacted library services and the traffic in the building. Evenings and Sundays are very slow. The board agreed to discuss this in more detail at a later meeting.

M. Adjournment

Motion to adjourn by Sharon Whittaker, seconded by Gloria Zupanci. The meeting was adjourned by President LaRose at 8:24 pm.