

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

Date: Wednesday, October 28, 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 7:00 pm.

Present:

Denué  
Harrison  
Lafikes  
LaRose (*at library*)  
Nabe  
Powell  
Whittaker  
Zupanci

Absent:

Duncan

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.

**C. Public Comment:**

None.

**D. Disposition of Regular Meeting Minutes:**

**Motion** by JoAnn Nabe, seconded by Francie Powell, to approve the board meeting minutes for 9/30/2020.

**Roll call**

Denué – yes  
Harrison – 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:**

None.

**G. Committee Reports:**

*1) Facilities*

Jill reported that we are still going through design ideas with Bond Architects. We do not have a definitive answer on number of fixtures required, but they believe we will be fine with the number of fixtures we currently have.

Jill attended a meeting with Matt Taul, GRP, and Kane (w/ControlCo) last week. ControlCo and Kane have agreed not to bill the library for any of the emergency work that was performed after the boiler event, though they believe the facts point to mistakes made by another contractor contributing to the malfunction. GRP has denied any actions that would have contributed to the issue we experienced.

We have purchased additional glycol and Kane has pumped it into our system, so we are protected from freezing. We also plan to also install a glycol feeder system to make sure our glycol levels remain at freeze-protection levels. After conferring with Matt, we recommend working with Kane through the current warranty period.

Boyer has installed the new backflow and JF Electric came to connect the new tamper switches to the backflow.

*2) Personnel*

Our Adult Services Librarian was laid off, and staff was informed of the change in operating hours on October 8, 2020. Our reduced hours went into effect on October 18, 2020.

*3) Policy*

None.

*4) Finance*

**Motion** by Bob LaRose, seconded by Gloria Zupanci, to approve the pre-paid bills in the amount of \$78,752.60.

**Roll call**

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

**Motion carried**

**Motion** by Bob LaRose, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$28,767.23.

**Roll call**

Denué – yes

Harrison – 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 that we have no payment to approve for Hoopla this month, because our credit of \$2,022.61 for other libraries' patrons using our service was higher than our invoice for the month.

The tax levy for FY 2021-2022 was discussed and the board agreed to request that the levy be held flat at \$1,502,000.

**Motion** by Kim Harrison, seconded by Sharon Whittaker, to request that the 2021-2022 tax levy be set at \$1,502,000.

**Roll call**

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes

Powell – yes

Whittaker – yes

Zupanci – yes

LaRose – yes

**Motion carried**

5) *Nominating*

None.

6) *Executive*

None.

7) *Ad Hoc Committees*

None.

H. **Illinois Heartland Library System:** Jill reported that a routine Polaris update has been completed with no problems reported. The Board discussed and agreed that this section of the minutes (H) be removed, and that any future IHLS news be added to the Director’s report.

I. **ELF Liaison**

Sharon reported:

- The ELFs will purchase poinsettias from the High School for the library again this year.
- Due to Covid-19, there will be no giftwrapping fundraiser at the library.
- The ELFs are planning a holiday book sale.

J. **Library Director’s Report**

Jill reported:

- The closing of TIF 3 seven years early was approved by the City’s Joint Review Board (JRB) last week and by the Finance Committee yesterday, so it will go to City Council on November 3. The surplus for 2019 (2018 taxes paid in 2019) is \$1,383,693, and the library’s share will be \$29,671. The JRB will meet again early next year to vote on paying out the 2020 surplus (2019 taxes paid in 2020), which should be approximately the same amount. That would be an additional \$60k in revenue for this fiscal year.
- We are a polling place on Nov 3<sup>rd</sup>. Since our meeting room is full of furniture and quarantined books, we will offer the reading room for voting.
- Jill is working on some anti-racist programming with SIUE, which will include book discussions. She is hoping for a March – May 2021 timeframe.

K. **Unfinished Business**

None.

L. **New Business**

- Jill and Cary reviewed chapters 5-8 of the “Serving our Public 4.0” with the board, including Q&A and discussion, for per capita grant application compliance.
- Helitech came out to investigate the water issues we are having on the west side of the building below ground level. They propose digging an 8-foot trench along the wall, applying approximately 300 ft. of a flexible, polymer-enhanced membrane along the wall (60 ft. long by 5 ft. deep), and installing an exterior drain in the trench. The trench will be 8 ft. wide, 14 in. deep, and run the entire west side of the building. They plan to pipe this water collection system to a new sump pit which will then be connected to our exiting sump which leads to the storm sewer. They believe they will be able to complete this work this calendar year, and their quote for the job is \$16,765. The City will mark the utilities and irrigation system beforehand, and the board asked Jill to request that the City remove the landscaping first, and to confirm the warranty length on this project.

**Motion** by Chris Lafikes, seconded by Kim Harrison, to approve the Helitech quote of \$16,765.00.

**Roll call**

Denué – yes

Harrison – yes

Lafikes – yes

Nabe – yes  
Powell – yes  
Whittaker – yes  
Zupanci – yes  
LaRose – yes  
**Motion carried**

Reminder: the November board meeting will be held on Monday, November 23<sup>rd</sup> at 7:00 pm due to the holiday.

**M. Adjournment**

Motion to adjourn by Sharon Whittaker, seconded by Gloria Zupanci. The meeting was adjourned by President LaRose at 8:20 pm.