

**JERSEYVILLE PUBLIC LIBRARY  
BOARD OF TRUSTEES Meeting  
Tuesday, August 18, 2015 @ 6:30 p.m.  
Meeting room @ 105 North Liberty Street  
MINUTES**

President Kent Hake called to order a regular meeting of the Jerseyville Public Library Board of Trustees at 6:30 p.m. Others present included: Jerry Schleper, Michelle Lyons, Juan Lingow, Ruth Ficker, Beth Smilack, and Anita Driver. Helen Gubser and Andy Thomas reported they would not be present.

In the absence of Secretary Gubser, Michelle Lyons was appointed to record the minutes of the meeting.

**On motion** by B. Smilack, 2<sup>nd</sup> by J. Lingow, the agenda was approved. Motion carried unanimously.

**On motion** by J. Schleper, 2<sup>nd</sup> by R. Ficker, the consent agenda including minutes of the May 26, 2015; June 16, 2015; and July 21, 2015 meetings was approved. Motion carried unanimously.

Treasurers report: No official report. City account could not be balanced because of missing verification emails for some E-pay deposits. The Illinois Treasurer's office will supply supporting documentation. Other account balances were given. The first check for real estate taxes was received on August 17, 2015.

**On motion** by J. Lingow, 2<sup>nd</sup> by J. Schleper, the official treasurer's report for August 2015 (July activity) will be tabled and added to the September agenda. Motion carried unanimously.

The following check register was reviewed. Charge card payment detailed journal for July and August was included. A fraudulent charge for \$8.90 was reported. The card with that charge was cancelled by VISA, the staff member holding that card will receive a new one, and a claim was filed.

Check #	Date	Payee	Cash Account	Amount
9994	8/18/15	Card Services	1000	2,270.83
9995	8/18/15	VOID	1000	
9996	8/18/15	VOID	1000	
9997	8/18/15	VOID	1000	
9998	8/18/15	VOID	1000	
9999	8/18/15	Abraham Lincoln Presidential Library	1000	89.68
10000	8/18/15	Baker & Taylor, Inc.	1000	891.54
10001	8/18/15	Bethalto Public Library District	1000	29.97
10002	8/18/15	Church's Lawn Care	1000	185.00
10003	8/18/15	City of Jerseyville	1000	4,260.00
10004	8/18/15	Demco, Inc.	1000	463.64
10005	8/18/15	Direct Energy Business	1000	1,128.42
10006	8/18/15	Anita Driver	1000	100.00
10007	8/18/15	Ebsco Information Services	1000	852.60
10008	8/18/15	Gale/CENGAGE Learning	1000	116.95
10009	8/18/15	Grafton Technologies, Inc.	1000	177.25
10010	8/18/15	Illinois Funds	1000	72,000.00
10011	8/18/15	Illinois Heartland Library System	1000	9,525.62
10012	8/18/15	Ingram Library Services	1000	4.79
10013	8/18/15	Jerseyville Water Department	1000	71.85
10014	8/18/15	Julie's Graphics	1000	228.00
10015	8/18/15	Lazerware, Inc.	1000	2,264.45
10016	8/18/15	Chris Maness	1000	100.00
10017	8/18/15	Midwest Tape	1000	2,031.27
10018	8/18/15	Newwave Communications	1000	140.00
10019	8/18/15	OverDrive	1000	3,000.00
10020	8/18/15	Payroll	1000	16,625.61

10021	8/18/15	Penguin Random House LLC	1000	60.00
10022	8/18/15	Reader Service Robert (Bob) Sanders Waste Systems	1000	78.76
10023	8/18/15	Chelsea Sams	1000	35.50
10024	8/18/15	Town and Country Drycleaners	1000	100.00
10025	8/18/15	William F. Brockman Co.	1000	20.00
10026	8/18/15	Williams Office Products, Inc.	1000	26.15
10027	8/18/15			<u>530.23</u>
<b>Total</b>				<b>117,408.11</b>

**On motion by J. Schleper, 2<sup>nd</sup> by B. Smilack, the bills will be paid. Motion carried unanimously.**

**Librarian's report:**

- Statistics report presented
- Summer reading club was a success for all age groups infant through adult, 5 groups. Unit 100 has committed to another year of partnering on summer reading club, keeping Unit 100 libraries open for reading club members that do not have a non-resident card.
- Staff is currently working on an extensive cleaning project of offices and storage rooms.
- On Sunday, August 16, 2015, a patron who was asleep in a corner study carrel was inadvertently locked in the building. His eventual movement set off the alarms and police responded. To our knowledge, no charges were filed. Staff has reviewed closing procedures with emphasis on visually inspecting "cubby holes" within the building.

Under Materials, Bylaws, and Policy, there was a discussion about whether or not to accept a telephone call from a jail inmate. The Board agreed that the staff member who refused the collect call was correct in judgement.

**Building and Grounds Committee:**

- A man doing tuck pointing on the home next door pointed out the poor condition of the tuck pointing on the stairs of the Carnegie building. This item will be added to the building review.
- Fence between library and Strang/Parish yard: Attorney Parish clarified that the fence is common property. Board and director report that the fence was never discussed at the time of purchase. The Board suggests simply tearing down the fence and not replacing. Anita pass on our suggestion.
- Air conditioning: Alan Womack reported that 2 outside units and 1 inside (southeast attic unit) are out or not properly working. Chris Maness and Anita will put together questions on various options to replace entire system with the Building and Grounds Committee.

**Finance Committee:**

- Under the new library law, since we have \$100K coverage with the State, we will decrease our bond with Whitworth, Horn, and Goetten.
- The 1<sup>st</sup> installment of property tax was received. The documentation states that we will receive an amount less than our request. Anita has called to see why and expects a reply soon.

**Technology:** Officer Lyles with the City Police recommended moving the DVD box from under the monitor. Anita will be checking with Lazerware.

**Friends of the Library:**

- eBay sales for July were \$182
- The Friends are also cleaning, making use of some space freed up in the shed.

**Correspondence:**

- Notice from Russell C. Simon, Chapter 13 Trustee for a patron, was received. Anita asked permission, granted by the Board, not to file a proof of claim for the \$23.90 owed by the patron. The fine will be waived.

- A notice from the County Assessor's Office was received stating that Walgreens has filed an appeal for a property tax reduction of \$100K.

Under new business, **on motion** by R. Ficker, 2<sup>nd</sup> by J. Lingow, the journal entries from Scheffel Boyle were approved. Motion carried unanimously.

**On motion** by R. Ficker, the meeting was adjourned.

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Secretary Pro Tem

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Assistant Secretary