

**Jerseyville Public Library  
Board of Trustees Meeting  
Tuesday, February 16, 2016 @ 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: Beth Smilack, Juan Lingow, Andy Thomas, Michelle Lyons, Ruth Ficker and Anita Driver.

Michelle Lyons recorded the minutes of the meeting.

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

**On motion** by J. Lingow, 2<sup>nd</sup> by R. Ficker, the consent agenda including minutes of the January 19, 2016 meeting and the following treasurer's report was approved. Motion carried unanimously.

**BUDGET ACCOUNT**

\$326,777.11 Reported balance December 15, 2015  
 19,527.93 Real estate taxes  
     451.34 Corporate replacement tax  
     18.61 Interest income  
 775.00 Non-resident fees  
 465.00 Non-resident fees—e-pay  
 762.36 Fines  
     37.40 Fines—e-pay  
 258.95 Copies  
     7.95 Copies—e-pay  
 14.00 Scans to email  
 120.00 Meeting room fees  
 140.97 Lost items  
     9.99 Lost items—e-pay  
 247.00 Fax  
     29.00 Fax—e-pay  
     3.00 Miscellaneous income  
 349,645.61 Total balance and MTD receipts  
 66,963.90 Less expenses for December 2015  
 \$282,681.71 Balance December 31, 2015\*

\*\$194,599.61 Checking  
     140.00 On hand  
 15,850.76 Illinois Funds—e-pay  
 72,091.34 Illinois Funds—Working Cash

**GIFTS & MEMORIALS**

\$12,001.64 Checking  
 21,643.59 Illinois Funds

**SPECIAL RESERVE**

\$281,103.27 Illinois Funds

**On motion** by J. Lingow, 2<sup>nd</sup> by S. LeBlanc, the following check register was approved and bills will be paid. Motion carried unanimously.

Check #	Date	Payee	Cash Account	Amount
10225	2/5/16	Anita Driver	1000	100.00
10226	2/5/16	Chris Maness	1000	100.00
10227	2/5/16	Payroll	1000	7,958.93
10228	2/5/16	Chelsea Sams	1000	100.00
10229	2/5/16	Chris Short	1000	140.00
10230	2/16/16	Baker & Taylor, Inc.	1000	1,504.21
10231	2/16/16	Cavendish Square	1000	452.29
10232	2/16/16	City of Jerseyville	1000	3,780.00
10233	2/16/16	Demco, Inc.	1000	350.14

10234	2/16/16	Diamond Lake Book Co	1000	577.25
10235	2/16/16	Direct Energy Business	1000	1,597.63
10236	2/16/16	Grafton Technologies, Inc.	1000	166.61
10237	2/16/16	Greene/Jersey Shoppers	1000	24.42
10238	2/16/16	Ingram Library Services	1000	36.52
10239	2/16/16	Jerseyville Water Department	1000	63.45
10240	2/16/16	Kids Reference Company	1000	132.21
10241	2/16/16	Lazerware, Inc.	1000	2,230.97
10242	2/16/16	Library Ideas LLC	1000	3,043.00
10243	2/16/16	Library Store	1000	134.80
10244	2/16/16	Loellke Plumbing, Inc.	1000	461.21
10245	2/16/16	Chris Maness	1000	325.00
10246	2/16/16	Midwest Tape	1000	1,107.09
10247	2/16/16	Newwave Communications	1000	140.00
10248	2/16/16	OverDrive	1000	775.80
10249	2/16/16	Payroll	1000	7,958.93
10250	2/16/16	Penguin Random House LLC	1000	67.50
10251	2/16/16	Reader Service Robert (Bob) Sanders Waste Systems	1000	78.76
10252	2/16/16	Systems	1000	47.50
10253	2/16/16	Sentimental Productions	1000	125.00
10254	2/16/16	Smart Apple Media	1000	680.03
10255	2/16/16	Traube Tent and Structures	1000	350.00
10256	2/16/16	Card Services	1000	2,151.27
10257	2/16/16	VOID	1000	
10258	2/16/16	VOID	1000	
10259	2/16/16	William F. Brockman Co.	1000	52.14
10260	2/16/16	Williams Office Products, Inc.	1000	316.66
<b>Total</b>				<b>37,129.32</b>

#### Committees:

#### Books, Bylaws, and Policy:

- G. Schleper has signed the paperwork for the State change in Illinois Funds E-pay. As procedure, staff will request that patrons do not charge under \$5.00.
- SF/HG School has requested a card for access to the library for their non-resident teachers. Anita reported that libraries within the IHLS have such agreements and she will research for the next meeting.

#### Building and Grounds:

- Two proposal for HVAC equipment have arrived. The Building and Grounds Committee plan to visit Carrollton Banking Center to see one of the brands.
- Steve LeBlanc made the following recommendations: consider bidding the equipment and installation separately and completing one area first, i.e. second floor and purchasing a 5 year parts and labor guarantee.
- Bartlett & West Engineers inspected and cleared the second floor area proposed to house the adult non-fiction collection.
- Anita Driver will bring flooring bids to the next meeting. After seeing several remodeled buildings, she suggests a non-carpet flooring for the new meeting room and carpet squares elsewhere.

#### Technology:

- Grafton Technology reported to Brad with Lazerware that fiber installation will be 2 more months. Friends of the Library:
- Kathy Plough's gave a written report of \$115 in EBay sales for January 2016.
- Chris Maness submitted a fiscal report for the Friends with \$8,806.33 in revenue, \$5,398.09 in expenses and a balance on December 31, 2015 of \$20,261.50.

A letter was received from Allison Lorton containing her proposed bylaws for the Friends of the Jerseyville Public Library Foundation. She filed the articles of incorporation and at this time the Foundation is a 501(c). The next step is for the Board of the Foundation to meet, accept the bylaws, and elect officers. After that the Foundation can proceed with the IRS application for tax exempt status.

Under business for discussion, S. LeBlanc will ask Paragon Pipecoverers, Inc. to inspect for a solution to the insulation/moisture problem prior to repair and painting of the damaged areas.

**On motion by S. LeBlanc, 2<sup>nd</sup> by J. Lingow, the meeting was adjourned at 7:25 p.m.**

---

Secretary

---

Assistant Secretary