

**Jerseyville Public Library
Board of Trustees Meeting
Tuesday, March 22, 2016 @ 6:30 p.m.
Meeting room @ 105 North Liberty Street
MINUTES**

A regular meeting of the Jerseyville Public Library Board of Trustees was called to order at 6:30 p.m. by President Kent Hake. Others present were Michelle Lyons, Jerry Schleper, Ruth Ficker, Beth Smilack, Steve LeBlanc, Juan Lingow, Helen Gubser and Anita Driver. Andy Thomas reported he would be absent.

On motion by J. Schleper, 2nd by B. Smilack, the agenda was approved. Motion carried unanimously.

On motion by M. Lyons, 2nd by R. Ficker, the consent agenda including the February 16, 2016 minutes and the following February treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$253,466.99 Reported balance January 31, 2016

1,469.40 Corporate replacement tax

23.09 Interest income

310.00 Non-resident fees

155.00 Non-resident fees—E-pay

800.18 Fines

130.25 Fines—E-pay

151.45 Copies

36.55 Copies—E-pay

11.50 Scans to email

80.00 Meeting room fees

105.29 Lost items

35.98 Lost items—E-pay

10.00 Gifts & memorials

96.00 FAX income

1.00 Miscellaneous income

256,882.68 Total balance and MTD income

37,140.48 Less expenses for February 2016

\$219,742.20 Balance February 29, 2016*

*\$130,415.26 Checking

140.00 On hand

17,069.47 Illinois Funds—E-pay

72,117.47 Illinois Funds—Working cash

GIFTS & MEMORIALS

\$13,661.64 Checking

21,651.42 Illinois Funds

SPECIAL RESERVE

\$281,205.20 Illinois Funds

The following check register was presented by A. Driver:

Check #	Date	Payee	Cash Account	Amount
10261	3/10/16	Anita Driver	1000	200.00
10262	3/10/16	Payroll	1000	8,202.12
10263	3/10/16	Chelsea Sams	1000	100.00
10264	3/22/16	Baker & Taylor, Inc.	1000	2,265.27
10265	3/22/16	City Directory, Inc.	1000	247.00
10266	3/22/16	City of Jerseyville	1000	3,780.00
10267	3/22/16	Demco, Inc.	1000	242.55
10268	3/22/16	Diamond Lake Book Co	1000	919.92
10269	3/22/16	Direct Energy Business	1000	2,109.55
10270	3/22/16	Fire Safety Inc.	1000	286.00
10271	3/22/16	Gale/CENGAGE Learning	1000	185.82
10272	3/22/16	GC Lorton Inc.	1000	310.00

10273	3/22/16	Grafton Technologies, Inc.	1000	167.81
10274	3/22/16	Greene/Jersey Shoppers	1000	105.82
10275	3/22/16	Ingram Library Services	1000	29.05
10276	3/22/16	Jerseyville Parks & Recreation	1000	50.00
10277	3/22/16	Jerseyville Water Department	1000	67.05
10278	3/22/16	Kids Reference Company	1000	391.72
10279	3/22/16	Lisle Library District	1000	31.99
10280	3/22/16	Chris Maness	1000	295.00
10281	3/22/16	Midwest Tape	1000	1,122.10
10282	3/22/16	Newwave Communications	1000	140.00
10283	3/22/16	Payroll	1000	8,114.19
10284	3/22/16	Penguin Random House LLC	1000	93.75
10285	3/22/16	Petty Cash	1000	200.00
10286	3/22/16	Reader Service	1000	78.76
		Robert (Bob) Sanders Waste Systems	1000	47.50
10287	3/22/16	Systems	1000	47.50
10288	3/22/16	Chelsea Sams	1000	100.00
10289	3/22/16	Smith's Pest Control	1000	45.00
10290	3/22/16	Card Services	1000	1,181.92
10291	3/22/16	VOID	1000	
10292	3/22/16	VOID	1000	
10293	3/22/16	Williams Office Products, Inc.	1000	320.79
Total				31,430.68

On motion by J. Schleper, 2nd by M. Lyons, the bills will be paid. Motion carried unanimously.

Librarian's report:

- The Easter party was a great success. Around 100 children attended.
- The February circulation statistics were reviewed and there were 6,170 visits for the month.
- Christie Meyer came up with an idea to solve our music CD display problem. She replaced most genre categories with thin, plastic sleeves. Not only did this give enough room for collection but we were able to go down to 2 racks instead of 3. This made the area look much better, much less crowded.
- Brandi Pohlman and Christie Meyer are starting a library blog.

The request from St. Francis/Holy Ghost School for an intergovernmental agreement was discussed. Anita will get samples from other libraries and rewrite to include as a 3 year agreement and also stating that agreement can be modified or terminated as needed.

Building and Grounds and Finance Committees will meet prior to the April meeting.

Under Building and Grounds Committee, status of the following items was discussed:

- Fence with Strang & Parish
- 2nd floor meeting room
- "disposal" of the iron shelving, atlas case, etc.

Friends of the Library reported on E-Bay sales, upcoming book sale (help needed) and the first 501(c) meeting following the Board meeting.

On motion by J. Schleper, the meeting was adjourned at 7:40 p.m.

Secretary

Assistant Secretary

MINUTES OF SPECIAL MEETINGS

BUILDING AND GROUNDS

March 26, 2016

Members present: Steve LeBlanc, Juan Lingow, Andy Thomas, librarian Anita Driver, guest Brian Karcher.

The Building and Grounds Committee met on Saturday, March 26, 2016 at 9:00 AM to travel to Carrollton Bank, in Carrollton, IL to view/inspect a new style, Daiken HVAC system.

No action was taken.

FINANCE COMMITTEE

March 31, 2016

Members present: Ruth Ficker, Michelle Lyons, Gerald Schleper, and librarian Anita Driver.

The Finance Committee met at 11:00 a.m. to develop a proposed salary schedule and proposed 2017-18 budget/levy request.

The meeting adjourned at 11:45 a.m., no action taken. Next meeting Tuesday, April 12 @ 11:00 a.m.

FINANCE COMMITTEE

April 12, 2016

Members present: Ruth Ficker, Kent Hake, Michelle Lyons, Gerald Schleper, and librarian Anita Driver.

The Finance Committee met at 11:00 a.m. to continue work on the proposed 2016-17 salary schedule and a proposed 2017-18 budget/levy request.

City Clerk Cathie Ward was present to explain the shortage in the health insurance account and how the other departments are making double payments to make up the shortage.

The meeting adjourned at 12:45 p.m., no action taken. Next meeting Monday, April 17, 2016 @ 5:15 p.m.

Assistant Secretary