

**JERSEYVILLE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
TUESDAY, JULY 19, 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: Michelle Lyons, Andy Thomas, Jerry Schleper, Helen Gubser, Beth Smilack, Steve LeBlanc, and Anita Driver.

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

On motion by J. Schleper, 2nd by B. Smilack, the consent agenda including minutes of the June 21, 2016 meeting and the following treasurer's report was approved. Motion carried unanimously.

BUDGET ACCOUNT

\$114,900.56 Reported balance
 6,525.25 Per Capita Grant
 20.29 Interest
 775.00 Non-resident fees
 775.00 Non-resident fees—E-pay
 901.10 Fines
 53.35 Fines—E-pay
 484.55 Copies
 43.40 Copies—E-pay
 14.00 Scans to email
 85.00 Meeting room
 63.94 Lost books
 9.25 Magazine & book sales—E-pay
 17.65 Gifts & memorials
 2.00 Coffee house
 212.50 FAX income
 35.00 FAX—E-pay
 3.00 Miscellaneous income
 124,920.84 Total balance and MTD income
32,584.27 Less expenses for June 2016
 \$ 92,336.57 Balance June 30, 2016*

*\$72,763.72 Checking
 140.00 On hand
 19,249.91
 182.94

GIFTS & MEMORIALS

\$ 7,006.64 Checking
 21,673.04 Illinois Funds

SPECIAL RESERVE

\$281,485.83 Illinois Funds

The following check register was presented by A. Driver.

Check #	Date	Payee	Cash Account	Amount
10402	7/6/16	Chris Maness	1000	100.00
10403	7/6/16	Payroll	1000	8,627.52
10404	7/6/16	Petty Cash	1000	93.46
10405	7/6/16	Chelsea Sams	1000	100.00
10406	7/6/16	Restorative Solutions Counseling	1000	100.00
10407	7/19/16	ATIS Elevator Inspections	1000	202.50
10408	7/19/16	Baker & Taylor, Inc.	1000	1,680.16
10409	7/19/16	Church's Lawn Care	1000	148.00

10410	7/19/16	City of Jerseyville	1000	3,780.00
10411	7/19/16	Kenneth Conrady	1000	80.00
10412	7/19/16	Demco	1000	975.05
10413	7/19/16	Anita Driver	1000	100.00
10414	7/19/16	East Alton Public Library Dist	1000	25.95
10415	7/19/16	Chris Egelston	1000	350.00
10416	7/19/16	Gale/CENGAGE Learning	1000	286.67
10417	7/19/16	Garden Gate	1000	1,845.19
10418	7/19/16	Grafton Technologies, Inc.	1000	169.58
10419	7/19/16	Illinois Library Association	1000	140.00
10420	7/19/16	Ingram Library Services	1000	27.54
10421	7/19/16	Jerseyville Water Department	1000	84.85
10422	7/19/16	Kids Reference Company	1000	343.46
10423	7/19/16	Lazerware, Inc.	1000	3,905.05
10424	7/19/16	Chris Maness	1000	402.50
10425	7/19/16	Midwest Tape	1000	417.41
10426	7/19/16	Payroll	1000	7,087.68
10427	7/19/16	Penguin Random House LLC	1000	60.00
10428	7/19/16	ProQuest LLC	1000	819.00
10429	7/19/16	R.P. Lumber Co., Inc.	1000	41.98
10430	7/19/16	Reader Service Robert (Bob) Sanders Waste Systems	1000	78.76
10431	7/19/16	Systems	1000	47.50
10432	7/19/16	Smith's Pest Control	1000	45.00
10433	7/19/16	Thomson Reuters - West	1000	81.00
10434	7/19/16	Trico Electrical Contractors, Inc.	1000	300.70
10435	7/19/16	William F. Brockman Co.	1000	252.00
10436	7/19/16	Williams Office Products, Inc.	1000	342.18
10437	7/19/16	Card Services	1000	1,574.72
10438	7/19/16	Direct Energy Business Jersey County Business Association	1000	1,134.22
10439	7/28/16	Payroll	1000	125.00
10440	7/28/16	Payroll	1000	8,662.59
Total				44,637.22

On motion by J. Schleper, 2nd by S. LeBlanc, the bills will be paid including 3 additional bills. Motion carried unanimously.

A thank you card was read from the staff regarding their raise.

Librarian's report:

- Patron visits for June were 6,877; circulation was 9,103. Beth Tittle pointed out that circulation on 07-05-2016 was 567.
- Adult summer reading club registration-52; Teen-26
- The McCauley/Brown trust check in the amount of \$9,132 was received. There was a discussion about using the gift to purchase a security system for DVDs, music CDs, and games. Anita will check into the cost.

Building and Grounds

- **On motion by A. Thompson, 2nd by J. Schleper, the HVAC system for the 2nd floor will be redesigned and rebid. Motion carried unanimously.**
- An asbestos check was performed by EMSL Analytical. No asbestos was detected.

On motion by J. Schleper, the meeting was adjourned at 7:25 p.m.

Secretary

Assistant Secretary

On motion by J. Lingow, 2nd by S. LeBlanc, the report was accepted. Motion carried unanimously.

Anita presented the following check register:

Check #	Date	Payee	Cash Account	Amount
10441	8/4/16	Anita Driver	1000	125.00
10442	8/4/16	Payroll	1000	8,392.32
10443	8/4/16	Chelsea Sams	1000	100.00
10444	8/16/16	Abraham Lincoln Presidential Library	1000	87.64
10445	8/16/16	Baker & Taylor, Inc.	1000	942.10
10446	8/16/16	Campbell Publications	1000	83.88
10447	8/16/16	Church's Lawn Care	1000	185.00
10448	8/16/16	City of Jerseyville	1000	18,900.00
10449	8/16/16	Demco	1000	286.80
10450	8/16/16	Gale/CENGAGE Learning	1000	347.36
10451	8/16/16	Grafton Technologies, Inc.	1000	168.25
10452	8/16/16	Greene/Jersey Shoppers	1000	81.40
10453	8/16/16	IHLS-OCLC	1000	887.11
10454	8/16/16	Illinois Heartland Library System	1000	12,983.28
10455	8/16/16	Ingram Library Services	1000	34.44
10456	8/16/16	Jerseyville Water Department	1000	94.65
10457	8/16/16	Leslie A. Johnson	1000	9.99
10458	8/16/16	Kids Reference Company	1000	451.59
10459	8/16/16	Loelke Plumbing, Inc.	1000	1,380.00
10460	8/16/16	Midwest Tape	1000	1,169.53
10461	8/16/16	Payroll	1000	8,285.17
10462	8/16/16	Penguin Random House LLC	1000	200.00
10463	8/16/16	Prime Time Party Bus	1000	78.76
10464	8/16/16	Reader Service	1000	
		Robert (Bob) Sanders Waste Systems	1000	47.50
10465	8/16/16	Systems	1000	47.50
10466	8/16/16	Springfield Analytical, Inc.	1000	540.00
10467	8/16/16	The Telegraph	1000	60.00
10468	8/16/16	William F. Brockman Co.	1000	22.66
10469	8/16/16	Williams Office Products, Inc.	1000	303.64
Total				56,248.07

On motion by J. Lingow, 2nd by R. Ficker, the bills will be paid. Motion carried unanimously.

Librarian's report:

- Anita presented the statistics for July 2016 which included circulation of 9,402 and 7,805 patron visits.
- The new express collection is up and running and has been well received. The express collection is an extra copy of books and DVDs that have waiting lists. This is a Red Box model, if an item is there, even though it has a waiting list, patrons can check it out.

For Building and Grounds, S. LeBlanc presented a Design/Build Proposal for the 2nd floor HVAC. Since both bids came in much higher than anticipated, this will enable us to take new bids based on the revision and ensure that both companies are making comparable bids. They will have till Friday, August 19 at 4:00 p.m. to submit their new bids.

On motion by J. Lingow, 2nd by B. Smilack, S. LeBlanc was given permission to accept the lowest bid if it is under \$145,000. Motion carried unanimously.

The Board declined an unsolicited proposal from Schindler Elevator Corporation for their GateKeeper light curtain car door protection. The proposed upgrade is not required by code.

The Finance Committee reported that the 1st installment of property tax was received.

Under old business there was a discussion concerning using the 2016-17 McCauley Brown funds to purchase a security system for DVDs, music, etc. Anita reported that libraries much larger

than ours have no security system. They report that their losses do not outweigh the cost of the equipment, supplies and labor to install.

Under business for discussion only President Hake praised the magician, Chris Egelston, we had for adult summer reading club. He and other board members that attended reported that Mr. Egelston was "worth every penny".

On motion by R. Ficker, the meeting was adjourned at 7:40 p.m.

Beth Smilack, Secretary Pro-Tem

Assistant Secretary